Programs
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Report

CRIME/VICTIMIZATION SURVEY DOCUMENTATION
CANADIAN URBAN VICTIMIZATION SURVEY 1982
INTERVIEWERS MANUAL

NO. 1986-18

87-05701/

[redacted]

Prepared by
Special Surveys Group
Statistics Canada

CRIME/VICTIMIZATION SURVEY DOCUMENTATION
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STATISTICS CANADA

Statistics Canada, formerly the Dominion Bureau of Statistics was set up by a statute in 1918 as Canada's central statistical agency.

Through its surveys, Statistics Canada is able to present a view of many aspects of the national economy and social conditions in this country.

Although Statistics Canada has the legal authority to collect information, we prefer to obtain the cooperation of the public through good will. It is therefore the responsibility of official Statistics Canada representatives to gain the respondents' interest and cooperation when seeking survey data.

Users of Information

The information you record on the questionnaires will be compiled by the department. Statistics Canada can then produce general statistics, which may be used by sociologists, researchers, teachers and local police departments.

The statistical information published by Statistics Canada (unemployment figures, the number of graduates finding jobs in related areas, etc.) provides concerned government departments with information to evaluate and plan programs for the public.

Background

Over the past several years, the Department of the Solicitor General of Canada and Statistics Canada have developed a cost efficient methodology for conducting victimization surveys in Canada. Victimization surveys can provide those involved in crime prevention and other researchers with information about crime and its victims that is not presently available. Not only are victimization surveys able to collect information about crimes which are not reported to the police but they are also able to provide more detailed information than police records for those crimes which are reported.

Two major pretests were carried out in the course of this research. The pretests were required in order to investigate the feasibility of interviewing by telephone and to determine which crimes were amenable to survey techniques. The first pretest was conducted in Edmonton in May, 1977 and the second in Hamilton during February of 1978. The pretest results indicated that the survey could be conducted over the telephone, which reduces the cost of victimization surveys considerably in comparison to personal interviewing techniques. As well, the results indicated that information could be obtained successfully for the crimes of Break and Enter, Motor Vehicle Theft, Assault, Robbery, Sexual Assault, Theft and Vandalism.

A full scale survey was conducted in Vancouver in January, 1979. The data from that survey has been valuable to researchers within the Department of the Solicitor-General. These researchers have contacted the local police concerning the data from the Greater Vancouver area survey.

The interest generated by that survey has resulted in this series of surveys to be conducted in January and February in seven metropolitan areas across Canada: Vancouver, Edmonton, Winnipeg, Toronto, Montreal, Halifax-Dartmouth and St. John's. It will be possible from these surveys to not only provide information of interest to the individual municipal police departments involved but also to compare data from the various metropolitan areas.

Objectives

The Crime Survey is designed to provide information for planning and evaluating crime prevention programs.

To do this effectively statistics are needed on:

* THE EXTENT AND DISTRIBUTION OF SELECTED CRIMES
The actual extent and distribution of the selected crimes is not known. Although police do keep statistics on crime, some criminal incidents are not reported to them.

* THE IMPACT OF SELECTED CRIMES
At this time there is little information on the impact of crime. What actually happens to the victims? The survey will collect information on the direct costs to victims in terms of financial loss and physical injury.

The survey will also provide information for comparing victims and non-victims in terms of their feelings of security and fear of crime. Do people take extra precautions against crime once they have been victimized?

* THE RISK OF CRIMINAL VICTIMIZATION
What influence do demographic characteristics and behaviour patterns have on a person's chance of being victimized? By comparing victims and non-victims it may be noted, for example, that people who live alone and work days are more likely to have their homes broken into than, say, people who live alone and work nights.

- THE CRIMINAL JUSTICE SYSTEM FUNCTIONING

  Planners need to know how the public feels about the police and the courts. How do people feel about existing programs and operations? How satisfied are they with the police and the courts? What are the reasons for deciding to report or not to report criminal incidents? Once these questions are answered planners can determine the areas that need improvement.

Sample

This survey is being done in seven metropolitan areas, each of which has been defined to coincide with local police department jurisdictions. It is to be conducted by telephone using a sampling technique known as random digit dialing - a technique whereby telephone numbers are generated randomly by computer and each number is then called. For this survey, the 3-digit prefix or exchange numbers corresponding to each metropolitan area were obtained from the telephone company and 4-digit random numbers were then generated and added to each of these prefixes. For each metropolitan area being surveyed, approximately 20,000 telephone numbers - comprised of 10 batches of 2,000 numbers each - were produced in this way.

Because of the random generation process, it is not known in advance what will happen when the number is dialed. Will the phone explode? The telephone number may be out-of-service or it may belong to a business or institution - both of which are outside the scope of this survey. In addition, some numbers will be residential numbers which lie outside the defined metropolitan area. It is expected that the overall sample of 20,000 random numbers in each area will result in approximately 10,000 - 12,000 residences being reached. Within each contacted residence, one person will be randomly selected from the household to participate in the survey.

One may ask: why use random digit dialing when sampling directly from the telephone directory is just as good and doesn't result in nearly as many out-of-service or out-of-scope numbers? The fact is that the telephone directory has a major drawback in that it does not contain the telephone number of phones newly installed since the last directory was published (possibly up to one year ago) nor of course, does it contain the numbers of persons who wish to have unlisted phone service. Consequently, such persons would not be represented by the survey's results and to the extent that these people would be different with respect to rate of victimization, attitudes toward the local police, socio-economic characteristics, etc., the statistics produced from the survey could be biased.

Exactly because the numbers are generated completely at random, random digit dialing gives all residences - including these types - an equal chance of being represented by the survey.

Questionnaire

There are 3 questionnaires used in this survey.

The first, referred to as the Selection-Control Form, is used to record the result of dialing the telephone number and to select a respondent within contacted households. It is also used to record appointments, comments and non-interviews. Whether or not a call results in a successfully completed interview, a Selection-Control Form will be completed for each telephone number in the assignment.

The second, referred to as the Screen Questionnaire, is completed for each selected person. From it, information on attitudes, behaviour, demographic characteristics and general information about incidents of crime are collected.

The third, referred to as the Crime Incident Report, is filled out for each specific incident of crime reported by the respondent on the Screen Questionnaire. The Incident Report gathers detailed information about each crime.

If a respondent had not been a victim of a crime during 1981, no Crime Incident Report would be filled out. If, on the other hand, a respondent had been the victim of more than one crime, one Crime Incident Report must be completed for each crime incident.

Confidentiality

All information collected in any Statistics Canada survey is kept strictly confidential. Statistics Canada and its employees will not divulge any information regarding an individual to any person, business or agency. This applies directly to you.

To protect yourself against a breach of confidentiality follow these rules:

- You must not remove any completed questionnaires from the office.
- You must not combine any canvassing for personal gain, nor for community, church, political or other organizations with your interviewing.

THE SCHEDULE

January 11 - 13

Training of Interviewers

January 14 - February 26

Data Collection

Week of March 2nd

Regional Office Clean-up

NOTE : *THE ABOVE ARE ALL APPROXIMATE DATES.*

SUPPLIES

The following is a list of the forms and supplies required for the Crime Survey.

Selection - Control Form C-61

One for every telephone number in the sample

Screen Questionnaire C-62

One for every selected person in the survey

Crime Incident Report C-63

One for each incident reported

Interviewer's Manual C-64

A training and reference guide

Progress Report C-65

To report the survey's progress daily

CONDUCTING INTERVIEWS

Principles of Using the Telephone

Telephone interviewing is dependent on non-visual techniques. Vocal expression, through the use of language, grammar, voice quality, rate of speech and effective enunciation is the key for creating a favourable impression over the telephone.

When you are talking to a respondent on the telephone, he forms a mental picture of you. Therefore, it is important to convey a positive image over the telephone. To do that, you must maintain a business-like attitude and a positive frame of mind at all times. There will be occasions when respondents will give you a very difficult time on the telephone. At these times, it is especially imperative that you maintain a professional attitude. Do not allow a respondent to upset or excite you and, by all means, be certain that you do not say anything to upset or excite the respondent.

General Rules

The telephone interviewer, obviously, wants to create a favourable impression over the telephone. Professional interviewers will impress the respondent as being confident, easy to understand, polite and business like.

The following general rules should help you to project this image when interviewing by telephone:

* CLARITY
Avoid talking with anything (cigarettes, chewing gum, pencils) in your mouth. Speak directly into the mouthpiece with your mouth about one inch from the instrument.

- **ENUNCIATION**

  The English language is full of similarities, T and D, P and B, M and N. Clear enunciation will help avoid misunderstanding and the need to repeat yourself.

- **COURTESY**

  Common everyday courtesy is important when conducting an interview. You can't see the person to whom you are speaking and it may be difficult to gain their confidence and trust.

- **RATE**

  The basic rate of speech is 120 words per minute. If you speak too rapidly, people start listening to your rate of speech rather than what you are saying. Speaking too slowly also irritates listeners. It keeps them hanging on every word. When this happens respondents tend to anticipate what they feel you are about to say.

- **PITCH**

  Speech experts say low pitch is desirable because it projects and carries better. It is also more pleasing to the ear. Try lowering your head, since this technique helps to lower the pitch of your voice.

- **INFLECTION**

  Don't talk in a monotone voice. Use the full range of your voice to make the interview interesting. Rising inflection toward the end of a sentence is very helpful.

Keys to Good Listening

A good interviewer does much more than ask questions. In order to interview properly, he or she must be a good listener. This is especially important for telephone interviewing, where verbal communication is the only form of contact. During a personal interview, the respondent's gestures, facial expressions, etc., may tell you that a respondent is pausing to gather his or her thoughts. Since we lose this advantage when using the telephone, interviewers must be especially aware of the proper listening techniques described below:

- WAIT FOR THE RESPONDENT TO FINISH BEFORE YOU STOP LISTENING
  Failure to listen carefully can result in errors. Do not start recording information in the first half of a sentence. Wait until the respondent has finished.

- LIMIT YOUR OWN TALKING
  You can't talk and listen at the same time.

- ASK QUESTIONS
  If you don't understand something, or feel you may have missed a point, clear it up immediately.

- DON'T INTERRUPT
  A pause, even a long pause, doesn't always mean the respondent is finished saying everything he wants to say. Some respondents will at first answer: "I don't know", when in fact they are actually considering the question.

- CONCENTRATE
  Focus your mind on what the respondent is saying. Practice shutting out distractions.

- INTERJECTIONS

  An occasional "Yes", "I see", etc, shows the respondent you are still with him - but don't overdo it or use comments that might bias the interview in any way.

- AVOID REACTIONS

  Don't allow yourself to be irritated by things the respondent might say, or allow his manner to distract you.

- DON'T JUMP TO CONCLUSIONS

  Avoid making assumptions about what the respondent is going to say, or mentally trying to complete his sentence for him. Such conclusions might "lead" the respondent and bias the interview. Past experience indicates that respondents tend to make their answers agree with what they think you expect them to say, even though the true facts in the case may be different. Ask all questions as worded in the questionnaire.

Asking Questions with Multiple Answers

Frequently you will be asking questions that may have more than one answer: questions that in fact encourage the respondent to give you more than one answer, such as a complete list of all that happened to him. An example of this type of question is: "How were you attacked? Any other way?"

The correct way to ask this type of question is to ask first - "How were you attacked?" After the respondent has given you his answer, and you have recorded it, ask the second part - "Any other way?". If this probe causes the respondent to remember additional ways, record all of them in the appropriate categories and ask again "Any other way?" until the respondent gives you a negative response, or somehow indicates there are no other answers.

How to Probe

You might at times feel the respondent's answer is dubious. Do not antagonize the respondent by questioning his judgement. If, however, you feel that the respondent has misinterpreted the question you can use the technique of probing.

Probing is useful in stimulating discussion to expand upon or clarify a respondent's answer.

The probing procedures illustrated below are used when:
- a respondent misunderstands or misinterprets a question

or

- the respondent's answer doesn't meet the question's objective.

* BRIEF ASSENTING COMMENTS

Comments such as "Yes, I see", show the respondent that you are giving your attention to the answer, and often stimulate the respondent to talk further.

* REPEATING THE QUESTION

This is useful in helping to clarify the response and prompting the respondent to enlarge upon his statement. Be sure that you adhere strictly to the respondent's answer and do not interject your own ideas.

* NEUTRAL QUESTIONS

Probes in a neutral tone of voice are often used to obtain fuller, clearer responses.

Example 1 - "I don't quite understand what you mean".
(Probing for description of attack or threat.)

Example 2 - "Which figure would you say comes closest?"
(Perhaps in probing for medical costs, time lost from work, value of stolen property.)

Such questions indicate your interest and are fruitful techniques when used correctly. You must recognize immediately just how the respondent's answer has failed to meet the question's objective and use a neutral probe to obtain the correct information. Your manner of asking neutral questions is important; a sharp demanding tone can damage rapport. It is sometimes a good technique for you to appear slightly bewildered by the respondent's answer, and imply in your probe that it might be you who failed to understand. (For example - "I'm not sure what you mean by that — could you tell me a little more?") This technique can arouse the respondent's desire to cooperate with someone conscientiously trying to do a good job. However, do not overplay this technique. The respondent should not get the feeling that you don't know when a question is properly answered.

Consider the example of probing illustrated below. The example illustrates probing for a factual type of question:

Question: What was the total value of the property taken not counting any cash?

Answer: Oh, somewhere around $50.

Probe: I see. Would you say it was more than $50 or less than $50? (Notice neutrality of phrase "more than $50 or less than $50.")

Answer: Oh, less than $50.

Probe: Uh-huh. You say less than $50. Could you be more specific?
(Repeat respondent's answer with probe.)

Answer: Well, let's see. The coat cost about $25, the scarf $5, and I paid $7 for the gloves.

Probe: Then that would be about $37. Is that correct?

Answer: Yes.

Here the respondent was more concerned with giving an answer than giving a precise figure. The interviewer accepted the respondent's statement of attitude, but focussed on the factual part of his answer by probing for a more specific figure. The final answer of $37 was certainly closer to the actual fact. Interviewers often have the problem of separating the facts wanted from the respondent's attitudes. To avoid this problem you should know the objective of each question thoroughly, and know how to probe when the answer is inadequate while, at the same time, maintaining good rapport.

The Basics

Every interviewing situation is unique and should be treated as such. It is important that you adapt to each new respondent. Don't allow a difficult interview or sharp refusal to shake your confidence or affect subsequent interviews. There is nothing mechanical about interviewing by telephone, but there are some basic techniques that will help to make telephone interviewing easier:

* BE PREPARED
Always have enough paper, pens, pencils and forms, as well as your Interviewer's Manual and instructional aids within arm's reach when you are on the telephone. Excuse yourself in the unlikely event that you have to leave the telephone.

* KEEP INTRODUCTION BRIEF
Avoid lengthy introductions. Keep them brief and to the point and begin interviewing as soon as possible.

- BE POLITE

  Explain all pauses which delay the interview, for example, "Please excuse the slight delay, but I am writing down the information you gave me. Is this correct?"

- REMEMBER THE RESPONDENTS' RIGHTS

  In Canada, respondents have the right to be interviewed in the official language of their choice. If respondents would prefer to be interviewed in the other official language, connect them with a bilingual interviewer. If a bilingual interviewer is not available, inform the respondent that you will have someone call them back. Inform your Senior Interviewer immediately.

- DO NOT RUSH THE INTERVIEW

  Speak deliberately and distinctly and ask all questions as worded. Open your mouth to speak clearly and pronounce each word. If a respondent appears to be in a hurry, do not try to rush the interview along. Instead, ask for an appointment for another time. If you make an appointment, you must keep it.

- ENDING THE INTERVIEW

  When you are finished interviewing, always let the respondent hang up first.

Organizing your Assignment

You will be making all your telephone calls from a desk equipped with the following:

- a telephone
- four file containers: In, Call-back, Appointment and Out
- reference material
- labelled Selection-Control Forms
- blank Screen Questionnaires and Crime Incident Reports

The purpose of each of the four files is as follows:

IN

This is the basic file which will contain a labelled Selection-Control Form for each telephone number to which you are to make an initial call. After making the initial call, each Selection-Control Form (and accompanying Screen Questionnaire and Crime Incident Forms where applicable) will be placed in one of the remaining three files.

CALL-BACK

This file is to be used for all cases for which you have not obtained a final resolution and for which you do not have a specific appointment for a call-back. Examples of such situations would be initial calls resulting in a busy signal or a ringing with no answer. You should try contacting these cases again at varied times of the day and on varied days of the week.

APPOINTMENT

This file is to be used for all cases for which you have not obtained a final resolution but for which you have set up a specific appointment time for a call-back. The time and day of the call-back appointment should be recorded in the "Record of Calls" section of the Selection-Control Form.

All appointments, whether made with the selected person or with a household member must be kept. When arranging for an appointment check with your time table or work schedule to ensure that you will be on duty at the appointment time. Do not make appointments you will be unable to keep.

If the person that you talked to would like to arrange an appointment and you know you will not be on duty, ask to arrange for another time. If the selected person is only available at a time that you will not be on duty, or due to unforeseen circumstances you cannot return a call, inform your Senior Interviewer so the questionnaire may be re-assigned.

Review your appointments each day to ensure that calls are made on the day and time arranged.

OUT

This file is to be used for all cases for which you have obtained a final resolution and which, therefore, require no further action on your part. When entering a case in this file, you must be sure to include not only the Selection-Control Form but also any applicable Screen Questionnaire and Crime Incident Reports.

In order to keep all forms relating to one completed case together, place the Selection-Control Form and any Incident Report(s) inside the front page of the corresponding Screen Questionnaire.

Cases to be placed in the "OUT" file are those for which:

- You have successfully completed an interview

or

- You have exhausted all possibilities of completing an interview using the telephone number on the label. The reason for the non-interview should be explained in the "Comments" section of the Selection-Control Form.

General Instructions for Using Questionnaires

The questionnaires have been designed to enable you to know at a glance what is to be read aloud to respondents. You are to read to the respondent anything printed in bold letters unless otherwise instructed.

Blanks have been left in certain questions. Replace these with the name of your metropolitan area.

Some words have been placed in brackets to indicate that you must choose the appropriate phrase.

Certain questions in some sections do not apply to all respondents. Carefully follow the "Go To" instructions.

Complete the questionnaire in the order that the questions are listed.

"Interviewer Check Items" are not to be read aloud to respondents.

All entries must be legible. Please print all entries.

When a respondent gives you an answer that does not fit into any of the specific categories, write the answer in the "Other (specify)" category in as much detail as possible. Always check back to see if the answer could have fit into one of the categories above.

Explain in the "Comments" section any difficult or unusual cases.

There are various reference periods for questions in the questionnaire. Read the questions as worded and, when necessary, emphasize the reference period.

Mark an "X" in the appropriate circle of the question. Never enter a check mark (✓).

Any "number" entries must be completed as required by the specific question. If there are two boxes for a number entry and the answer is only a one digit response, precede the one digit entry by a zero. For example, if the answer is 8, record as $\boxed{0}\boxed{8}$.

Three terms are used to describe the individuals who will be supplying the information for the survey.

- The "household respondent" is the person who answers the phone and provides the information for the Selection-Control Form.
- The "selected person" is the household member who is randomly chosen to provide the information for the remainder of the interview.
- The selected person is referred to as the "respondent" in the section of the manual dealing with the Screen Questionnaire and the Crime Incident Report.

SELECTION-CONTROL FORM

This form serves 4 purposes. It is used:

(1) To determine whether or not the telephone number is located in a residence and within the survey area.

(2) To select a respondent in contacted households.

(3) To record the results of all calls to the telephone number.

(4) To record appointment times, reasons for non-interviews, and any related comments.

One Selection-Control Form will be completed for each telephone number in your assignment.

401045

416-521-5633

Hhld Size	1	2	3	4	5	6	7	8	9	10	10+
Select #	1	2	2	1	3	4	6	1	7	4	11

The preprinted label shows:

- A sequential identification number in the upper right hand corner.
- A randomly generated telephone number (including area code).
- A respondent selection grid.

Dial the number shown on the label. Since all the numbers are local numbers, you should not dial the area code - it is shown only for head office purposes. Your call will result in one of the following:

01 Non-working number: An operator or a recording interrupts, indicating that you have dialed a non-working number or that the number has been changed. If it is an operator interruption, you should consider this case as ended. Complete the "Record of Calls" on the Selection-Control Form ("Result" code 01). Complete items 13, 14 and 15, and proceed with the next Selection-Control Form. If it is a recorded interruption, call again immediately. If you get the same result, consider this case as ended. Complete the "Record of Calls" on the Selection - Control Form, ("Result" code 01), complete items 13, 14 and 15 and proceed with the next Selection- Control Form.

NOTE

If the operator or recording indicates that the number has been changed to a new number, you must not call the new number. It may have already been randomly generated for inclusion in the sample.

02 Ring, no answer: Dialing produces a ringing but the telephone is not answered. Call again at various times of the day and week to a maximum of 8 times.

NOTE

You should let the phone ring at least 8 or 9 times before hanging up. Some people may have difficulty hearing the phone ring or may not be able to get to it quickly.

After each call resulting in a ringing but no answer, complete the "Record of Calls" ("Result" code 02). If after eight attempts, you still only get a ringing, consider this case as ended, complete the "Record of Calls" ("Result" code 02), and complete items 13, 14 and 15.

NOTE

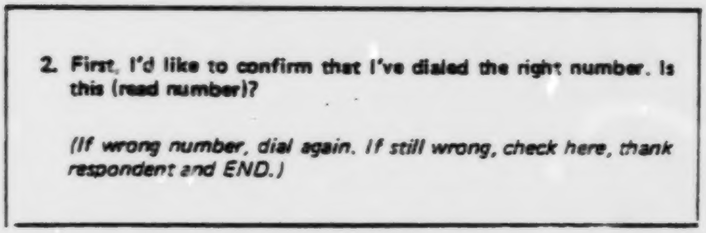
If you reach an answering service either for a business or for a home, you should consider this as a "Ring, no answer" and treat as above.

03 Regular Busy Signal: Dialing produces a normal busy signal. Call again at various times of the day and week to a maximum of 8 times. After each call resulting in a busy signal, complete the "Record of Calls" ("Result" code 03). If after the eighth call, you still get a busy signal, consider this case ended, complete the "Record of Calls" ("Result" code 03) and complete items 13, 14 and 15.

04 Fast Busy Signal, Strange Noise: Dialing produces a fast busy signal or a strange click, buzz or beep, possibly indicating a technical problem with the line. Call again immediately. If you get the same result, complete the "Record of Calls" ("Result" code 04) and call again in 3 days. If after 3 days, you still get the same result, consider the case ended, complete the "Record of Calls" ("Result" code 04), and complete items 13, 14 and 15 of the Selection-Control Form.

05 Complete Silence: Dialing produces only complete silence, possibly indicating a technical problem with the line. Call again immediately. If you get the same result, complete the "Record of Calls" ("Result" code 05) and call again in 3 days. If after 3 days, you still get the same result, consider the case ended, complete the "Record of Calls" ("Result" code 04), and complete items 13, 14 and 15 of the Selection-Control Form.

If you do not encounter one of the above situations, then you should have reached a working number. In this case read the introduction shown immediately below the label and continue on to Item 2 of the Selection-Control Form.



2. First, I'd like to confirm that I've dialed the right number. Is this (read number)?

(If wrong number, dial again. If still wrong, check here, thank respondent and END.)

This question is asked to ensure that you have reached the number shown on the label. It is possible that you may have dialed incorrectly and reached a wrong number. In unusual situations, it is even possible to dial one number but be connected with another.

If you have not reached the correct number, you should dial again immediately. If on the second call, you have again reached a wrong number, consider the case ended, complete the "Record of Calls" ("Result" code 06), and complete items 13, 14 and 15 of the Selection-Control Form. You must not conduct an interview with a wrong number.

3. Is this number for a business or a home?

^{1}○ Business, institution or other non-residence

^{2}○ Home } *Go to 6*

^{3}○ Both }

In this survey we are only interested in residences. This item is designed to identify businesses, institutions and other non-residences. In most situations, the person answering the phone will be able to clearly identify whether you have reached a business or a home. However, if there is uncertainty or the household respondent simply cannot decide, the following guidelines may be useful in determining the proper category. Some probing may be necessary.

1. Business, institution or other non-residence

The following are examples of the types of situations for which this category should be marked:

* Businesses:	locations such as factories, offices, stores, banks, etc. These can usually be easily identified when the telephone is answered, for example, the Bay or Eaton's.
* Institutions:	locations such as churches, schools, hospitals, etc. Also include institutions which provide short or long term custody or care, for example, nursing homes or penitentiaries.

* Other non-residence:	locations such as, university residences, YM/YWCA's, hostels, etc. Pay phones would also be included here.

2. Home

This category includes all dwellings considered to be a permanent or usual place of residence for one or more persons.

3. Both

This category would be marked when the telephone number reaches a location which is both a permanent residence (a home) and a business/institution. An example of this situation would be individuals such as tradesmen, craftspeople or businessmen who operate a business out of their home.

NOTE

Do not assume you know the correct category to mark in this question from the way the phone is answered. Often, in situations of a business being operated from a home, the phone will be answered with the name of a business. Ask the question as worded and let the respondent indicate which type of location you have reached.

4. Does anyone live on the premises?

1○ No   Thank respondent and END

2○ Yes

This item distinguishes between telephone numbers serving a business or institution location in which there are no private living quarters and those serving a business or institution location which do contain private living quarters. Examples of the latter situation would be a caretaker in a private school who has living quarters on school grounds or an owner of a corner grocery store who lives above the store.

Some of the numbers in your assignment may be for group structures such as nursing homes and guest homes or public accommodations such as hotels, motels and apartment-hotels. In these cases, it is important to distinguish between persons living on the premises on a permanent basis (i.e. who have no usual place of residence elsewhere) and persons staying there only on a temporary or semi-permanent basis. Examples of permanent residents could be staff members of a nursing home or proprietors of a motel and members of their households, if they live at the location. The question applies only to permanent residents.

If there are no permanent residents living on the premises, mark "No", thank the person and end. Complete the "Record of Calls" ("Result" code 07) and items 13, 14 and 15 of the Selection-Control Form.

5. Is there another phone number in the dwelling that is for personal use?

¹○ No

²○ Yes Thank respondent and END

This item identifies situations where the dwelling has a separate number for the personal use of the inhabitants. An example would be a caretaker living in a private school who has a separate telephone number for personal use whom you have reached on the school number. If there is another telephone number for personal use, mark "Yes", thank the person and end. Complete the "Record of Calls" ("Result" code 07) and items 13, 14 and 15. This procedure is necessary because it is possible that the private number may be included in the sample and an interview would be conducted when that telephone number is called.

If however, there is no other telephone number for the personal use of the dwelling then those persons in the dwelling should be included at this number.

NOTE

The important distinction in this question is the number of telephone lines servicing the location. If the location can be reached by dialing two separate numbers, you must determine if either of the numbers is for the personal use of the household members. Extension phones should not be considered as another telephone number.

6. Is this dwelling located within the city limits of (read list)

01 ○ **Burnaby** (municipality)
02 ○ **Coquitlam** (municipality)
03 ○ **Delta** (municipality)
04 ○ **Lions Bay** (village)
05 ○ **New Westminster** (city)
06 ○ **North Vancouver** (city and municipality)
07 ○ **Port Coquitlam** (city)
08 ○ **Port Moody** (city)
09 ○ **Richmond** (municipality)
10 ○ **Surrey** (municipality)
11 ○ **Vancouver** (city and University Endowment Area)
12 ○ **West Vancouver** (municipality)
13 ○ **White Rock** (city)
14 ○ **Belcarra** (village)

15 ○ NONE OF THE ABOVE
↓
ASK: In which municipality or community is this dwelling located? ____________

____
(Specify)

Interviewer: If the Municipality is not within the Survey Area, Thank Respondent and END.

The survey is designed to include only dwellings located within the city limits of the seven survey areas. The various telephone exchange boundaries however, do not always coincide with the municipal boundaries and, therefore, some telephone numbers assigned to you may be outside the survey coverage area.

Read the question as worded, adding the name or list of names of the municipalities included in the survey area.

> If the household respondent states that the dwelling is not located within the survey coverage area, mark "None of the above" and ask "In which municipality or community is this dwelling located"?
>
> If you know that the community given by the household respondent is within the survey coverage area, mark the correct municipality and continue the interview. If the dwelling is beyond the survey coverage area, thank the respondent and end the interview. Complete the "Record of Calls" ("Result" code 08) and items 13, 14 and 15 of the Selection-Control Form.

The next six questions are designed to allow you to select randomly one person from the household. You should note that only household members who are 16 years of age or older are eligible for interviewing.

The following basic definitions will be used:

"Household": any person or group of persons occupying a dwelling. It may consist of a family group with or without lodgers, etc. or a group of unrelated persons sharing a dwelling, if they have no usual place of residence elsewhere.

"Usual place of residence": includes persons staying with the household at the time of the interview and who would not be included with another household.

"Household Membership": includes persons occupying a dwelling as their usual place of residence, whether or not they are home at the time of the interview.

INCLUDE with the household:

- Friends and relatives living with the household, who have no usual or permanent place of residence elsewhere.
- Roomers, boarders and employees who sleep in the dwelling.

- Persons away from the household for military training.

- Citizens of other countries who live in Canada, not as visitors, but on a permanent or semi-permanent basis, e.g. American oil well workers, football players and their families, foreign students and their families, etc.

- Persons temporarily away from the household such as patients in general hospitals, either public or private.

- Married persons whose work or studies necessitate that they live away from home.

NOTE

Single persons attending school, who are living in a student residence or dormitory, should be considered as being a member of their parents' household. Since student residences are not included in this survey, these people would otherwise have no chance of being selected to participate in the survey.

> **7. In order to make sure that we have a good cross-section of people for this survey I will need to select one person for an interview. To do that I'll need to list all the members of this household who are 16 years of age or older — not their name, just their age, sex and relationship to you.**

Read this item to the household respondent. It explains, to the household respondent, the reason for having to select a household member for interview.

Some of the numbers in your assignment may be for group structures such as nursing homes, guest homes, and student dormitories or public accommodations such as hotels, motels and apartment-hotels. When you reach these locations, you may contact a central switchboard serving all the units or a phone serving only a small number of the units such as a phone for the use of all the residents on a particular floor. For these kinds of locations, exclude all temporary or semi-permanent residents. However, staff members or proprietors and members of their households, if they live at that location, would be included.

If there are only temporary or semi-permanent persons staying there, end the interview. Complete the "Record of Calls" ("Result" code 07) and complete item 13, 14 and 15 of the Selection-Control Form.

8. Starting with yourself, could you tell me the age and sex of all household members and their relationship to you?

Household members should be listed in the Household Membership Chart.

Enter first the sex and age of the household respondent; then enter the sex, age and relationship to the respondent of all other household members 16 years of age or older. If the household respondent is reluctant to provide the ages of all the household members, attempt to list the household members from oldest or youngest. Otherwise, list the household members and their relationships in the order provided by the household respondent.

The Household Membership Chart provides space for up to 8 persons to be listed. If a household contains more than 8 eligible persons, continue listing members in the "Comments" space.

9. Does anyone else 16 years of age or older live at this residence, such as relatives roomers, boarders or employees?

To ensure that you have listed all eligible household members, read this item to the respondent. Correct or add to the listing if necessary.

10. Now I'm going to use a selection procedure to determine whom to interview. This will just take a second.

Because the actual selection procedure may take a few seconds and would, therefore, leave an unexplained silence on the phone, you should read this item to the respondent to explain what you are doing. In the case of a one-person household, that one person would automatically be selected and you would, therefore, not read this item.

11. Interviewer:

- Number the persons listed in order from oldest to youngest.
- Determine selected person by referring to Selection number on the label.
- Place an X in the last column of the household membership chart to indicate selected person.

The selection procedure should be carried out as follows:

1. Using the "Person Number" column on the Household Membership Chart, number the persons listed from the oldest to the youngest.

   The following is an example.

NOTE

If two or more household members are the same age (as shown in the "Age" column), or ages were not provided, number these persons in the order they appear on the chart.

Household Membership Chart				
Relationship to household respondent	Sex	Age	Person Number	X
Household respondent	F	42	3	
HUSBAND	M	44	2	
DAUGHTER	F	19	4	X
DAUGHTER	F	17	5	
SON	M	17	6	
MOTHER-IN-LAW	F	65	1	

2. Determine which person to select by referring to the selection grid on the label.

400026

416-497-8033

Hhld Size	1	2	3	4	5	[✓ 6]	7	8	9	10	10*
Select #	1	2	2	1	3	[✓ 4]	6	8	3	4	11

* Find the number in the "Hhld. Size" row on the label which corresponds to the number of persons listed on the Household Membership Chart and circle it. In the above example, you would circle 6.

- Circle the number directly below, in the "Select #" row. This indicates the Person Number selected for interview.

In the above example, the "Select #" directly below 6 is 4. Circle it. This means that person number 4 is selected for an interview.

3. Place an X in the last column of the Household Membership Chart to indicate the selected person. In the above example, the first daughter would be the selected person.

- If the individual you are talking to (the household respondent) was selected, inform the household respondent of the selection and begin the interview.

- If the individual you are talking to was not the person selected, inform the household respondent of the selection (by reading item 12) and ask to speak to the selected person.

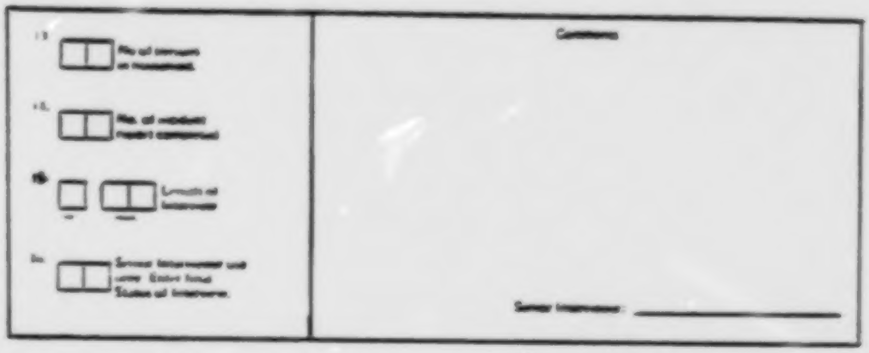
- If the selected person is not available, ask the person you are talking to for the best time for you to call back. Make sure to ask for a means of identification (e.g. first name, relationship, etc.) of the selected person so that you will know who to ask for when you call back. Write this in the Comments Section of the "Record of Calls".

- Enter any appointment in the "Comments and Appointments" section of the "Record of Calls".

NOTE

IT IS NOT ACCEPTABLE TO ASK ANOTHER MEMBER OF THE HOUSEHOLD TO ANSWER FOR THE SELECTED PERSON OR TO REPLACE THE SELECTED PERSON.

Items 13, 14 and 15 are completed after the interview.



Item 13

☐☐ No of persons in household.

This item must be completed for all cases. Where the Household Membership Chart has been completed, the number entered here must correspond to the number of persons listed on the Household Membership Chart. Where the Household Membership Chart has not been completed (e.g. non-working number, out-of-scope number, refusal, etc.) enter 00.

Item 14

☐☐ No. of incident report completed

This item must be completed for all cases. If at least one Crime Incident Report has been completed, the number in item 14 must correspond to the number entered in item 2 of the last Crime Incident Report. If no Crime Incident Reports have been completed (e.g. no incidents to report, non-working number, etc.), enter 00. The entry in item 14 should be equal to the total number of Crime Incident Reports completed for the selected person.

Item 15

☐ ☐☐ Length of Interview
hr. min.

This item must be completed for all cases. For cases where only the Selection-Control Form is completed (i.e. out-of-scope, selected person not available for the duration of the survey period), enter 00.

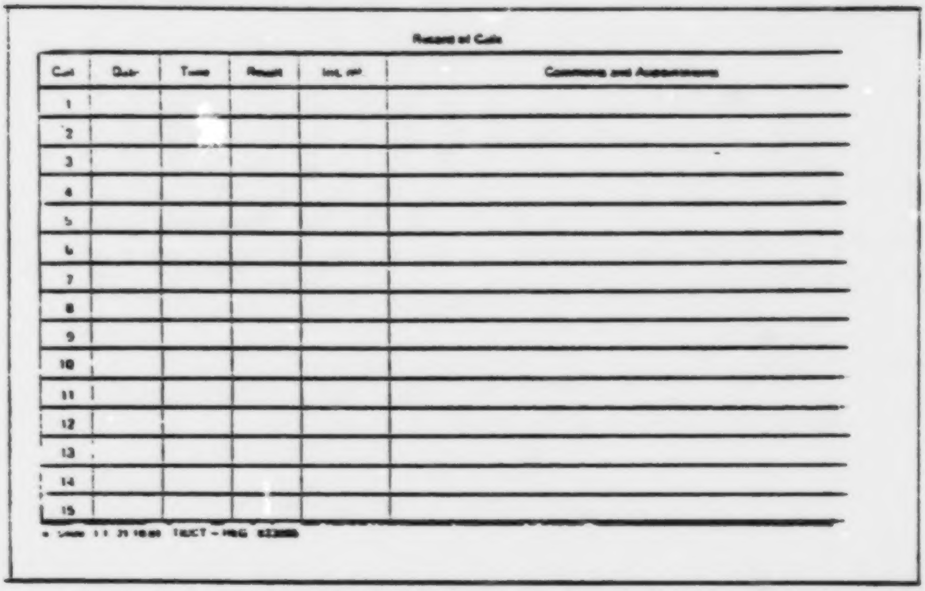
For completed interviews, enter the total time required to complete the Screen Questionnaire and any Crime Incident Reports.

Item 16

☐☐ Senior Interviewer use only. Enter final Status of Interview.

This item is for the use of your Senior Interviewer.

Use the "Comments" section to explain any unusual or special situations.



Record of Calls

Call	Date	Time	Result	Int. no.	Comments and Appointments
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Use this portion of the Selection Control Form to record the results of each telephone call.

Date

Enter the date of each call made to the telephone number.

Time

Enter the time each call was made.

Result

Enter the appropriate code from the "Result Code Sheet" indicating the result of the call. "Result" codes are further discussed in the next section.

Interviewer Number

Enter your interviewer number after each call.

Comments and Appointments

Write out any comments or explanations about a call, such as unusual circumstances encountered or suggested time for a call-back which might be helpful for further calls.

If an appointment is made, write the details of the appointment in the space provided.

RESULT CODE SHEET

It is extremely important that you make every effort to obtain a successful interview from the selected household member. This is your major responsibility. In certain situations, however, circumstances may make it impossible for you to conduct an interview. Many of the result codes are self-explanatory but a few require further discussion.

01 Non-working number:	Recording or operator indicates that this is a non-working number or that number has been changed. If recording, call again immediately: if same result, code 01. NOTE: If the number has been changed, you must not call the new number.
02 Ring, no answer:	Dialing produces a ringing but phone is not answered. Call again at various times of the day and week to a maximum of 8 times.
03 Regular busy signal:	Dialing produces a normal busy signal. Call again at various times of the day and week to a maximum of 8 times.
04 Fast busy signal/ Strange noise:	Dialing produces a fast busy signal or a strange click, buzz or beep, possibly indicating a technical problem with the line. Call again immediately, if same result, code 04 and call again in 3 days.
05 Complete silence:	Dialing produces a complete silence (dead line). Call again immediately: if same result, code 05 and call again in 3 days.

Codes 01 to 05 - for detailed instructions, refer to pages 22 to 24.

06 Double wrong connection:	Dialing reaches a working telephone number different from one on label. Call again immediately: if same result code 06.

Code 06 - for detailed instructions, refer to page 24.

07	Business or other non-residence:	Dialing reaches a business, institution or other non-residence. (i.e. "NO" response in Q4 or "YES" response in Q5 of Selection-Control Form)

Code 07 - In addition, use this code if you discover when completing the Household Membership Chart that the location you have reached is not eligible.

Use this code if you have reached a pay phone or recorded service messages such as Dial-a-Prayer.

08	Outside survey area:	Dialing reaches a residential number lying outside the survey area. (i.e. "None of the above" in Q6 of the Selection-Control Form)
09	Household respondent refusal:	Person answering refuses to participate in the survey (at any time prior to initial contact with the selected person).
10	Selected person refusal:	When you have reached the selected person and that person refuses to cooperate.
11	Selected person not available for duration of survey:	When the selected person is temporarily absent from the household and will not return until after the end of the survey period.
12	Selected person unable to answer questions due to language problem, illness, etc.	
13	Appointment set up with selected person:	Enter the appointment date and time, or any call-back information in the comments and appointments section of the Selection-Control Form.
14	Partial Interview obtained:	Selection-Control Form is completed but Screen Questionnaire and/or Crime Incident Report(s) only partially completed.
15	Complete Interview obtained:	Selection-Control Form, Screen Questionnaire and Crime Incident Report(s) (if any) completed.

Code 14 - Use this code if the selected person has broken off the interview prior to completion.

Do *not* use this code if the selected person has refused to answer only a few particular questions in the Screen Questionnaire or the Crime Incident Report.

Although for some of the above codes it was specified that a maximum number of calls should be made, you can exceed that number if you think it will result in an interview being secured. For example, you have made 7 calls and have received a combination of "regular busy signals" and a "ring, no answer". On the 8th call you finally contact the household but are told that the selected person will be away until the following week. You should make an appointment and call back a reasonable number of times to attempt to interview the person.

SCREEN QUESTIONNAIRE

Complete a Screen Questionnaire for each selected person in your assignment.

Sections of the Screen Questionnaire

There are three sections to the Screen Questionnaire:

- ATTITUDES AND BEHAVIOUR QUESTIONS (2 - 21)
  In this section we are trying to find out how respondents feel about crime in general and what, if any, precautions they take.
- DEMOGRAPHIC CHARACTERISTICS (22 - 40)
  Here we ask respondents about their age, sex, marital status, income and other demographic characteristics that may influence their risk of becoming a victim.
- SCREEN AND PROBE QUESTIONS (41 - 62)
  In this section we ask the respondents to tell us of any crimes of which they have been a victim during 1981. For every incident reported in this section a Crime Incident Report must be completed.

NOTE

INTERVIEWER: Copy the telephone number from the label

1 ☐☐☐ ☐☐☐ ☐☐☐☐

Enter the telephone number (including area code) from the label on the Selection-Control Form onto Question 1 of this questionnaire before beginning the interview.

Hello, I am . . . . . from Statistics Canada, we are doing a crime survey for the Department of the Solicitor General of Canada.

The purpose of the survey is to collect information to help police and others understand crime in your area. The survey results will be valuable in planning and evaluating local crime prevention programs. Of course the information you provide will be held in strict confidence and used only for statistical purposes.

Since the person to be interviewed for the Screen Questionnaire may not be the same as the person who originally answered the telephone, you may need to explain the purpose of the survey. It has been printed below Question 1 for easy reference.

NOTE

FIRST OF ALL I WOULD LIKE TO ASK YOU A FEW QUESTIONS ABOUT YOUR OPINIONS ON CRIME IN GENERAL.

Read this introduction aloud to the respondent.

Questions 2 through 9 seek the respondent's opinion on crime as they perceive it. We do not refer to any particular type of crime but to crime in general.

2 Do you think your neighbourhood is an area with a high amount of crime, an average amount of crime or a low amount of crime?

01 ○ High
02 ○ Average
03 ○ Low
04 ○ Don't know

Neighbourhood, in this section, refers to the respondent's own self-perception of what constitutes his or her neighbourhood.

3 In the last year or two, do you think that crime has increased, decreased or remained about the same . . .

In your neighbourhood?	**What about in . . . .?**
01 ○ Increased	05 ○ Increased
02 ○ Decreased	06 ○ Decreased
03 ○ Same	07 ○ Same
04 ○ Don't know	08 ○ Don't know

When reading the second part of this question to the respondent, you should use the appropriate phrase for your metropolitan area from the following list:

- * the Greater Vancouver Region
- * the city of Edmonton (as a whole)
- * the city of Winnipeg (as a whole)
- * Metropolitan Toronto
- * Greater Montreal
- * the Halifax-Dartmouth Region
- * the city of St. John's (as a whole)

4 How safe do you feel or would you feel walking alone in your neighbourhood . . .

During the day?	**How about after dark?**
01 ○ Very safe	06 ○ Very safe
02 ○ Reasonably safe	07 ○ Reasonably safe
03 ○ Somewhat unsafe	08 ○ Somewhat unsafe
04 ○ Very unsafe	09 ○ Very unsafe
05 ○ Don't know	10 ○ Don't know

This question asks how safe a respondent feels or would feel. It is not necessary for the respondent to ever have walked alone in his neighbourhood to have a perception of how safe he would feel.

Listen carefully to the respondent's answers before judging whether he feels very safe, reasonably safe, somewhat unsafe or very unsafe. If you are not sure which circle to mark, probe by saying "Does that mean you feel somewhat unsafe or very unsafe?"

5 How do you think your neighbourhood compares with the rest of .... in terms of the amount of crime? Would you say your neighbourhood has . . . *(Read categories aloud)*

01 ○ Much more crime?

02 ○ More crime?

03 ○ About the same?

04 ○ Less crime?

05 ○ Much less crime?

06 ○ Don't know

Some respondents may feel that this Item has already been asked. This question, although similar, is a separate question asking the respondent to compare his neighbourhood with the entire metropolitan area. Insert the appropriate phrase from the list used for question 3.

6 Do you think there is a serious crime problem in your neighbourhood?

01 ○ Don't know } *go to 8*

02 ○ No } *go to 8*

03 ○ Yes

In this question, a serious crime is whatever the respondent feels to be a serious problem.

7 What is the most serious crime problem?

01○ Personal safety *(robbery, assault, etc.)*

02○ Property loss *(break-in, theft, etc.)*

03○ Vandalism

04○ Disturbing the peace *(noisy parties, etc.)*

05○ Drugs, alcohol

06○ Prostitution

07○ Other *(specify)*______________________________

If a respondent gives you more than one category, probe to find out the most serious problem.

Vandalism in this question refers to willful damage of property, for example damage to fences, gardens, windows, etc.

8 Do you think that your local police force does a good job, an average job or a poor job . . .

	Good Job	Average Job	Poor Job	Don't Know
1. Of enforcing the laws?	01○	02○	03○	04○
2. Of promptly responding to calls?	05○	06○	07○	08○
3. Of being approachable and easy to talk to? . . .	09○	10○	11○	12○
4. Of supplying information to the public on ways to reduce crime?	13○	14○	15○	16○

In this question local police force refers to the police force respondents would call if their house was broken into. It refers to the police force responsible for their particular municipality.

9 During the last year, did you talk to or were you in contact with a police officer for any reason?

01 ○ No

02 ○ Yes

↓

What were the circumstances of the most recent contact?

03 ○ Traffic accident

04 ○ Parking or traffic violation

05 ○ Friend or relative is police officer or met officer(s) socially

06 ○ Victim of crime

07 ○ Witness to crime

08 ○ To obtain information from police

09 ○ To attend crime prevention sessions given by police

10 ○ Other *(specify)* ______________________

____

This question is asked to determine if the respondent has had any contact in person or over the phone with a police officer during 1981. Note that in this question we ask about any police officer and not a police officer from a specific municipality.

NOTE

Do not read the categories aloud.

Definitions:

03. Traffic accident

Include any contact the respondent had with a police officer after being at the scene of an accident involving a motor vehicle. Include witnesses of traffic accidents.

04. Parking or Traffic Violation

Include any contact the respondent may have had with a police officer in connection with a parking violation. Include motor vehicle traffic violations such as illegal parking and speeding as well as pedestrian traffic violations such as jay walking or crossing on a red light.

05. Friend or relative is a police officer or met officers socially

Includes any contact with a police officer which did not involve official police business, for example the son's hockey coach is a policeman or a neighbour is a policeman.

THE NEXT FEW QUESTIONS ASK ABOUT WAYS PEOPLE PROTECT THEMSELVES AND THEIR PROPERTY AGAINST CRIME. THIS INFORMATION WILL HELP DETERMINE THE EFFECTIVENESS OF THESE PRECAUTIONS.

NOTE

This introduction is to be read aloud to the respondent.

10 **Is there a burglar alarm system in your home?**

01 ○ No → *go to* 12

02 ○ Yes

If the respondent lives in a multiple dwelling such as an apartment, we are referring to the respondent's actual unit and not to an alarm for the whole building.

11 Was it installed after January 1, 1981?

^{01}○ Don't know

^{02}○ No

^{03}○ Yes

↓

When was it installed?

^{04}○ Don't know

OR

☐☐	1 9 8 ☐
Month	Year

If a burglar alarm was present when the respondent moved into the dwelling, the date he moved in should be recorded as the date the alarm was installed.

12 In the last year or two, was someone usually home during the day?

^{01}○ No

^{02}○ Yes

↓

Was that usually all day or part of the day?

^{03}○ All day

^{04}○ Part of the day

In the first part of the question, "usually" refers to the pattern of behaviour followed most of the time in the last year or two. If something has happened to the respondent in the last year or two which changed his pattern of behaviour, such as starting to work or leaving a job, determine whether or not someone was at home most of the time during that period.

13 **Have you heard of 'Neighbourhood Watch'?**

^{81}○ No

^{82}○ Yes

"Neighbourhood Watch" is a program carried out in most of the municipalities included in the survey.

The entire program consists of three parts.

1. The Identification of Property in and around the home.

   This is often referred to as Operation Identification. It involves the marking of items in respondents' homes, garages or offices with a Social Insurance Number.

2. Home and Personal Security Information.

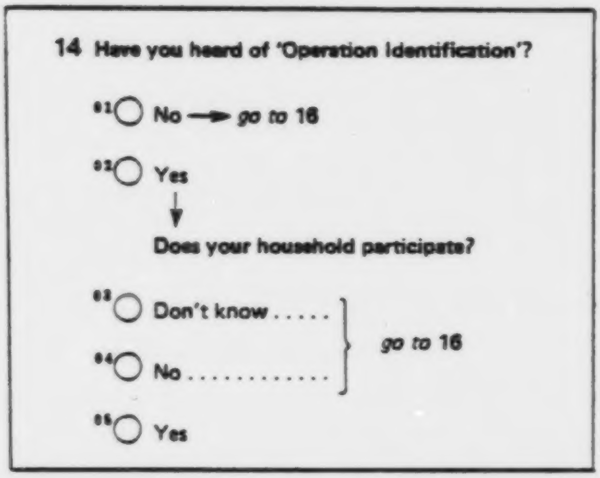
   This part of the program is designed to give respondents information on security. Usually a display of various locks and devices is involved while an authority explains the advantages and disadvantages of each.

3. Community Policing.

   Most respondents will identify 'Community Policing' as the "Neighbourhood Watch" program.

   This involves communication with one's neighbours in an attempt to lessen crime. Neighbours are asked to watch houses while a family is away and report any unusual incidents to the police. In short, they are asked to watch over each other by communicating with neighbours.

Stickers for houses are sometimes available once a household has been informed of the program and has taken part in a lecture on the subject. This sticker tells thieves that the household is being watched and that the items inside are probably marked.



14 Have you heard of 'Operation Identification'?

01 ○ No → *go to 16*

02 ○ Yes ↓

Does your household participate?

03 ○ Don't know ..... } *go to 16*

04 ○ No .... } *go to 16*

05 ○ Yes

"Operation Identification" is a program run in co-operation with local police departments and independent insurance companies. Valuable articles such as colour televisions, stereos, etc., are marked with an individual's social insurance number. A card is on file in the police department with the social insurance number and the person's name and address on it. The person is supplied with stickers for the front and back doors which deter potential burglars by indicating that the household has marked its valuables. This allows the police department to trace stolen articles and return them to the proper owners.

NOTE

In some neighbourhoods, "Operation Identification" exists as a separate program while in others it is merely a part of "Neighbourhood Watch".

15 When did your household begin to participate?

☐☐	1 9 ☐☐
Month	Year

OR

01○ Don't know

In this question, "participate" refers to the time that the valuables were marked.

16 Have you heard of 'Block Parents'?

01○ No → Go to 19

02○ Yes
↓
Are there any 'Block Parents' on your block?

03○ Don't know

04○ No

05○ Yes

"Block Parents" is a program operated by members of a community in conjunction with the local police department. "Block Parents" are provided with signs to display in their windows indicating to children that someone is home who will provide assistance if it is needed. Children are educated in school by the police to recognize which houses they should approach for assistance. The goal of the program is to protect children from serious incidents such as assault or kidnapping as well as some minor problems that they might encounter. "Block Parents" are screened by the local police department before they are allowed to participate.

17 **Have you heard of the Crime Compensation Program?**

01○ No

02○ Yes

Crime Compensation Programs are administered differently in each province. They provide compensation for injuries to victims of violent crimes when the crimes are considered to be offences under the Criminal Code. It also provides for compensation to persons injured while assisting in law enforcement.

18 **In this province are victims of the following types of crime eligible for compensation from the Crime Compensation Program? Victims of . . .**

	Yes	No	Don't Know
Theft	01○	02○	03○
Break-ins	04○	05○	06○
Assaults	07○	08○	09○
Rape	10○	11○	12○
All crimes	13○	14○	15○

Compensation may be paid to the victim or to a person who is responsible for maintenance of the victim. For crimes where the victim has died, compensation is payable to the victim's dependents. For compensation to be paid, the Board must be satisfied simply that a crime has occurred and that the person applying was a direct or indirect victim.

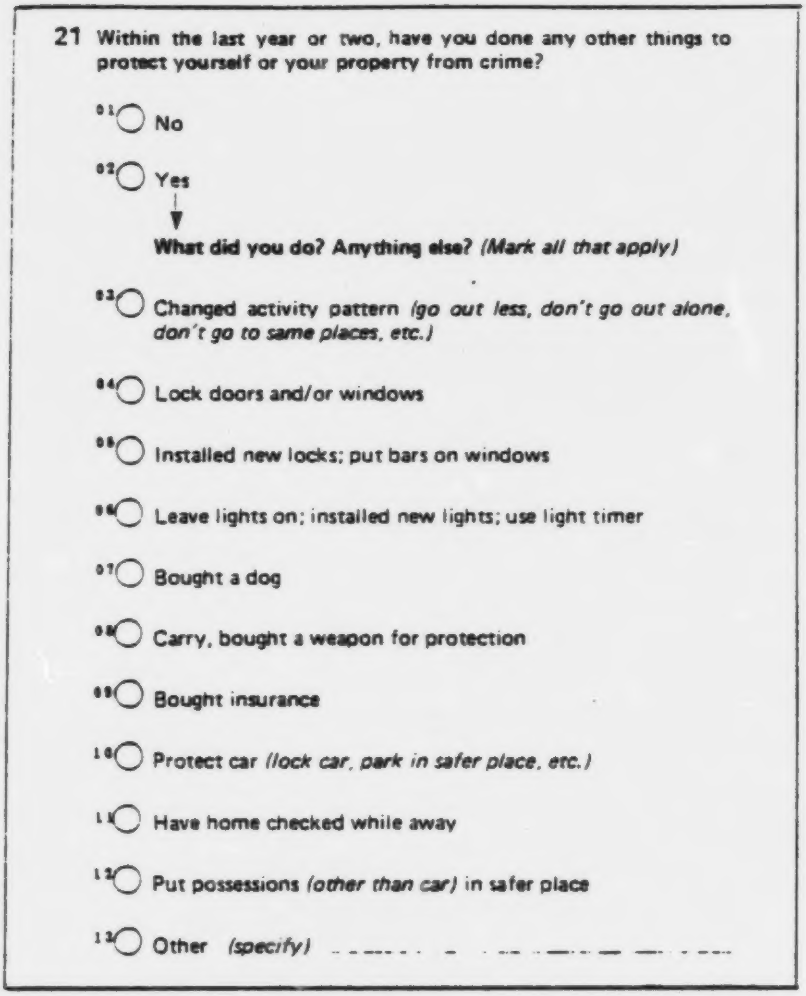
19 During the day, how often is your home kept locked . . .

When someone is home?	When no one is home?
01 ○ Always	07 ○ Always
02 ○ Most of the time	08 ○ Most of the time
03 ○ Sometimes	09 ○ Sometimes
04 ○ Hardly ever	10 ○ Hardly ever
05 ○ Never	11 ○ Never
06 ○ Don't know	12 ○ Don't know

20 How about at night, how often is your home kept locked

When someone is home?	When no one is home?
01 ○ Always	07 ○ Always
02 ○ Most of the time	08 ○ Most of the time
03 ○ Sometimes	09 ○ Sometimes
04 ○ Hardly ever	10 ○ Hardly ever
05 ○ Never	11 ○ Never
06 ○ Don't know	12 ○ Don't know

In these two questions we are trying to establish the respondent's normal behaviour when two factors are taken into consideration; whether it is day or night and whether there is someone at home.



21 **Within the last year or two, have you done any other things to protect yourself or your property from crime?**

01 ○ No

02 ○ Yes

What did you do? Anything else? *(Mark all that apply)*

03 ○ Changed activity pattern *(go out less, don't go out alone, don't go to same places, etc.)*

04 ○ Lock doors and/or windows

05 ○ Installed new locks; put bars on windows

06 ○ Leave lights on; installed new lights; use light timer

07 ○ Bought a dog

08 ○ Carry, bought a weapon for protection

09 ○ Bought insurance

10 ○ Protect car *(lock car, park in safer place, etc.)*

11 ○ Have home checked while away

12 ○ Put possessions *(other than car)* in safer place

13 ○ Other *(specify)* ____________________

This question is asked to find out if the respondent or any other member of the household took any (other) precautionary measures against crime.

Definitions:

10. Protect car (lock car, park in safer place).

This includes protective measures such as parking the car in the driveway rather than on the street, parking in a garage rather than a driveway, parking in lighted areas and installing alarms inside the car.

12. Put possessions (other than car) in safer place.

This includes such protective measures as putting valuable possessions in a safety deposit box, taking things inside the house at night and locking purses in desks or lockers while at work.

NOTE

The examples of precautions respondents might take to protect themselves or their property against crime are not exhaustive. The "Other (specify)" category is only to be used when the action cannot fit into any of the broad categories mentioned in circles 03 through 12.

NOW A FEW QUESTIONS ABOUT YOURSELF. THE ANSWERS HELP US DETERMINE IF CERTAIN CHARACTERISTICS OF PEOPLE MAKE THEM MORE LIKELY TO BE THE VICTIM OF A CRIME.

NOTE

Read this introduction aloud to the respondent.

22 INTERVIEWER CHECK ITEM A:
Note respondent's sex.

01 ○ Male
02 ○ Female

23 In what year were you born?

1☐☐☐

24 Are you single, widowed, married, separated or divorced?

01 ○ Single *(never married)*

02 ○ Married/Common-law

03 ○ Widowed

04 ○ Separated

05 ○ Divorced

Definitions:

1. Single (Never married)

Includes persons whose marriages were annulled.

2. Married/Common Law

Includes married persons living with their spouse, even if the spouse is temporarily absent. People who are married and are not widowed, separated or divorced should be entered here. If the respondent answers "Common-law", enter the response in this category.

3. Widowed

A person who has been married and whose spouse has died.

4. Separated

A person who has been married and who has parted from his or her spouse and who is unlikely to reunite with him but who has not obtained a divorce. The existence of a legal separation agreement should not be a condition of this category.

5. Divorced

Includes people who have formally ended their marriage by legal means and who have not remarried.

Persons who have obtained a decree *Nisi* should be considered as divorced.

25 At the present time, how many of the following types of vehicles are owned by members of this household?
(If none, enter 00)

	Number
1. Cars 1	☐☐
2. Trucks or vans 2	☐☐
3. Motorcycles or mopeds 3	☐☐
4. Other motor vehicles *(motor homes, snowmobiles, etc.)* 4	☐☐

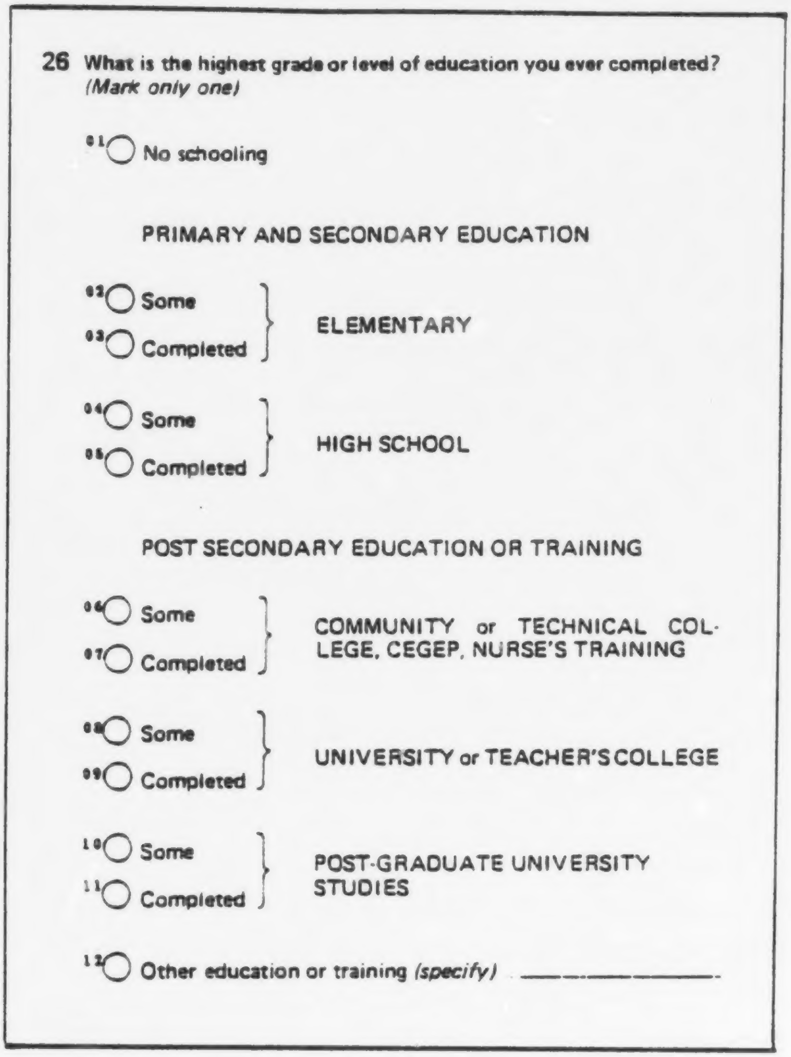
Definitions:

4. Other motor vehicles (motor home, snowmobile, etc.)

Includes snowmobiles, tractors, or any other vehicles that are drawn, propelled or driven by any means other than muscular power excluding motor boats.

Do not include motor vehicles used only for business. Do not include motor vehicles loaned to the respondent or the household for private use by a business if the business is not owned by the respondent or another household member.

If the respondent or another household member owns the business, include any vehicles which are part of the business provided they are at least partially used for private use. Include cars leased by the respondent or household.



26 What is the highest grade or level of education you ever completed?
(Mark only one)

01 ○ No schooling

PRIMARY AND SECONDARY EDUCATION

02 ○ Some 03 ○ Completed	ELEMENTARY
04 ○ Some 05 ○ Completed	HIGH SCHOOL

POST SECONDARY EDUCATION OR TRAINING

06 ○ Some 07 ○ Completed	COMMUNITY or TECHNICAL COLLEGE, CEGEP, NURSE'S TRAINING
08 ○ Some 09 ○ Completed	UNIVERSITY or TEACHER'S COLLEGE
10 ○ Some 11 ○ Completed	POST-GRADUATE UNIVERSITY STUDIES

12 ○ Other education or training *(specify)* ________________

If the person was educated outside of Canada, ask for the equivalent level according to Canadian standards.

27 On average, how many times a month do you go out during the evening to . . .
(Read each activity and mark number of times)

No. of times/month

1. Shop? . . . . 1 ☐☐
2. Play sports, attend sports events or participate in physical fitness activities? . . . . 2 ☐☐
3. A pub or bar? . . . . 3 ☐☐
4. Movies, restaurants or the theatre? . . . . 4 ☐☐
5. Meetings or bingo? . . . . 5 ☐☐
6. Work nights, go to school or attend night classes? 6 ☐☐
7. Visit friends, relatives or acquaintances at their own homes? . . . . 7 ☐☐
8. Go for a walk or a drive? . . . . 8 ☐☐

Stress, when reading these categories, that we are asking about activities the respondent does during the evening. Evening for this question, begins at 6:00 p.m.

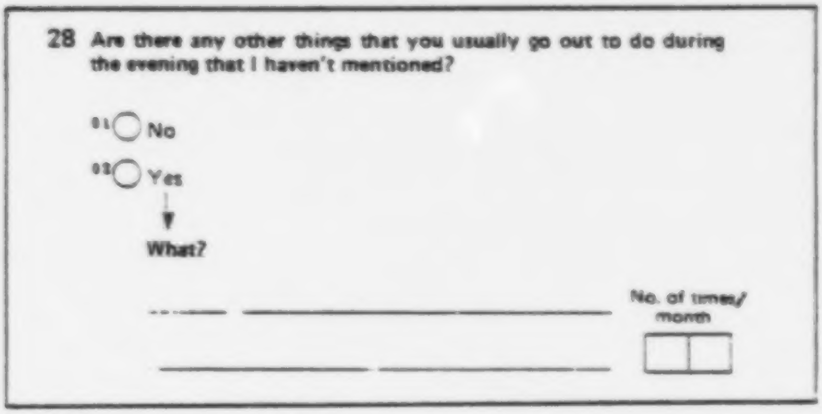
NOTE

If a respondent answers in weeks be sure to convert the response to times per month. If the response is less than once a month enter "00" in the box provided.

Classes, in category 6 refers to any type of course in which the respondent is enrolled. Classes may be anything from retraining programs to pottery courses.

NOTE

The total number of times per month that respondents go out during the evenings do not have to add up to 30 or 31. A respondent may engage in more than one activity per evening.



28 Are there any other things that you usually go out to do during the evening that I haven't mentioned?

01 ○ No

02 ○ Yes

What?

______ ______________________ No. of times/ month

______________ ______________ ☐☐

If the respondent tells you about several activities use the "Comments" section at the back of the questionnaire for activities which cannot be included here.

If, when answering this question, the respondent tells you about an activity that fits into question 27, do not enter the response in this question but place it in its appropriate category in question 27.

29 What type of dwelling are you now living in?

01 ○ Single house

02 ○ Semi-detached or double *(side-by-side)*

03 ○ Garden home, town house or rowhouse

04 ○ Duplex *(one-above-another)*

05 ○ Lowrise apartment *(less than 5 stories)*

06 ○ Highrise apartment *(5 or more stories)*

07 ○ Other *(specify)* ______________________________

A dwelling is a set of living quarters which:

A) is structurally separate

AND

B) has a private entrance outside the building or from a common stairway or hall inside. The entrance must be one which can be used without passing through anyone else's living quarters.

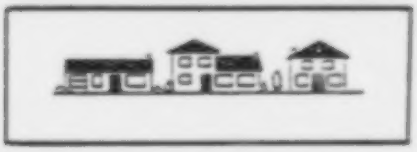
In most cases, a dwelling is a house or apartment. The dwelling may be located in a building primarily devoted to business or other non-residential use, such as living quarters at the rear of a restaurant or a janitor's living quarters in a school building.

It may be difficult when asking this question over the phone, to obtain a response that corresponds to the categories listed. Probe to determine which category should be marked.

The sketches below the descriptions on the following pages will help you in aiding the respondent to decide the category into which a particular dwelling fits. Also, try to verify by repeating part of the description.

1. Single House

A structure with one dwelling only, separated by open space from all other structures, except its own garage or shed.

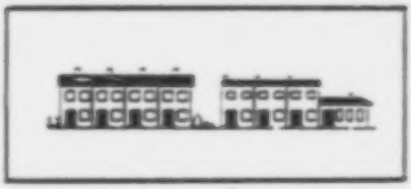


2. Semi-detached or double (side-by-side)

A dwelling joined to only one other dwelling, separated from it by a wall extending from ground to roof i.e., one of two dwellings attached side by side, having no other dwellings either above or below and separated by open space from all other structures.

3. Garden home, townhouse or rowhouse

A dwelling unit in a row of three or more dwellings, sharing common walls extending from ground to roof and in which there are no other dwellings either above or below.



4. Duplex (one-above-another)

One of two dwellings, one on top of the other, separated by open space from all other structures. Include any dwelling unit built as a single house but in which the basement or upper storey has been converted to form another separate dwelling.

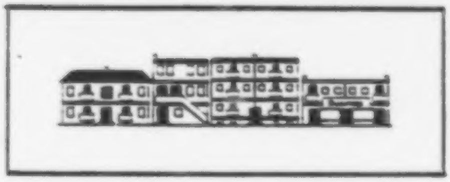
APARTMENT

Can be referred to as a flat or multiple dwelling. An apartment is a dwelling unit in a triplex, quadruplex or apartment building that is separated from all other dwelling units by a horizontal division or by both horizontal and vertical divisions. Dwellings in duplexes or triplexes that are attached in rows should be included here.

Dwellings such as flats above or within a non-residential structure, such as a school or a store should also be included in this category as should structurally separate dwellings in a converted house if they number more than two.

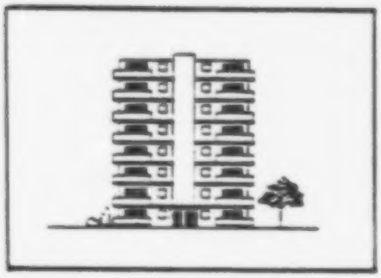
5. Lowrise apartments (less than 5 stories)

Apartments buildings with fewer than five stories above the ground.



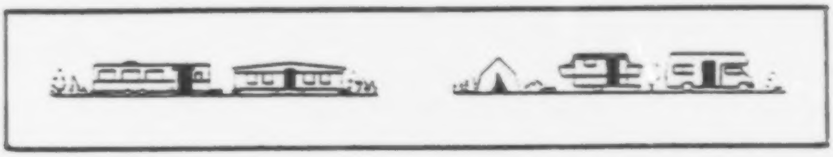
6. Highrise apartments (5 or more stories)

Apartments buidings with five or more stories above the ground.



7. Other (specify)

This category includes boats, mobile homes, rooming houses (containing more than 10 lodgers), tents, trailers, etc.



30 How many telephones, counting extensions, are there in your dwelling?

01 ○ One → *go to* 35

02 ○ Two or more

31 Do all the telephones have the same number?

01 ○ No

02 ○ Yes → *go to* 35

32 How many different numbers are there?

☐☐

33 Are any of these numbers for business use only?

01 ○ No → *go to* 35

02 ○ Yes

34 How many are for business use only?

☐☐

NOTE

"Business use only" - These are phone numbers which are used primarily in the operation of a business and/or a phone number for which a business rate is charged.

These five questions are not directly related to the crime survey objectives but are important pieces of information to allow us to produce accurate statistics from this survey. Because the survey sample is based on randomly generated telephone numbers, we must have information about the total number of residential telephone numbers in the survey area. These questions are designed to provide this information.

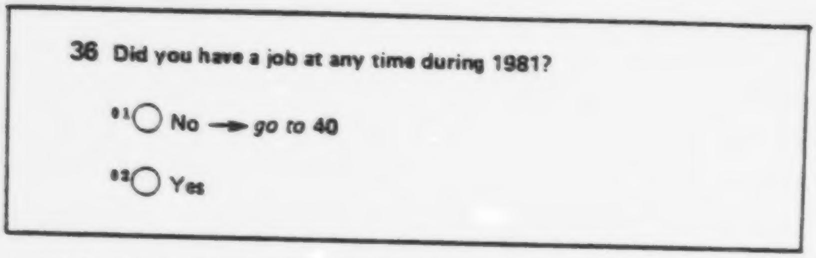
35 Which of the following best describes your main activity during 1981? Were you mainly...
(Read categories aloud)

01 ○ **Working at a job or business?** → *go to 37*
02 ○ **Looking for work?** → *go to 38*
03 ○ **A student?** .... } *go to 40*
04 ○ **Retired?** .... } *go to 40*
05 ○ **A homemaker or housewife?** .... } *go to 40*
06 ○ Other *(specify)* .... } *go to 40*

If respondents tell you that they were working part time (30 hours or less per week), probe to determine if working was their main activity. If working was their main activity, you should only mark category 1.

If respondents inform you that they were students, a homemakers or housewifes and worked part time, determine which activity they spent more of their time on.

This question was designed to skip respondents who were not mainly working in 1981 around the questions asking them about their jobs.

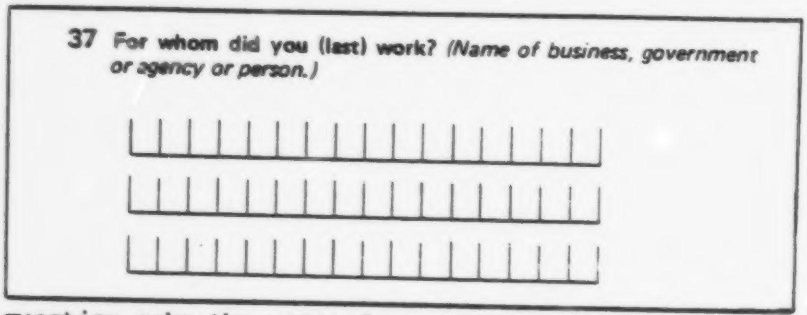


36 Did you have a job at any time during 1981?

01○ No → *go to 40*

02○ Yes

This question is asked so people who never worked during 1981 will be skipped around the employment questions.



37 For whom did you (last) work? *(Name of business, government or agency or person.)*

This question asks the respondent the name of the company, business, government department or agency or other employer for whom they last worked, during 1981.

If there is a company name, give the name of the company, not the name of the supervisor, foreman or owner. For employers such as dentists, lawyers and construction contractors who do not have company names, write the name of the owner.

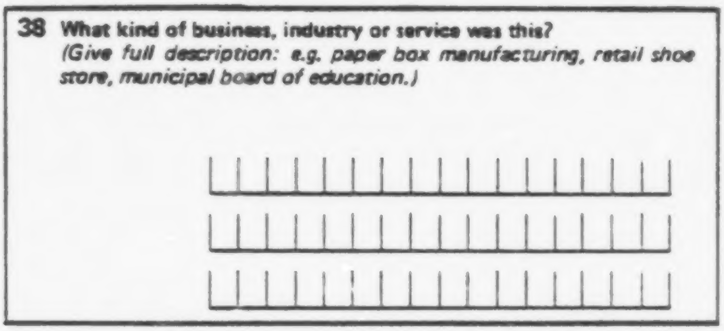
For government employees, report the specific department for which the person works (for example, Statistics Canada, Department of Highways, Carleton Board of Education).

If the person is self-employed, ask if the place of business or establishment has a name (such as Elgin Barber Shop, Capital Construction, etc.). If it operates under the person's own name (for example: Dr. L. Doe; John Smith, Accountant), enter the person's name. Do not enter "self," "himself," "self-employed," etc.

Enter the full and exact name of the company, business, government department or agency or other employer even if the company is nationally known. Therefore, if a company is locally known as "International," be sure to enter its full name (for example, "International Harvester"). On the other hand, accepted abbreviations such as "Dr." for Doctor or Drive, "Co." for Company, and "Ltd." for Limited, can be used where applicable.

NOTE

When completing Questions 37, 38 and 39, print clearly using one box per letter.



38 What kind of business, industry or service was this?
(Give full description: e.g. paper box manufacturing, retail shoe store, municipal board of education.)

Give an exact description of the industry, indicating both a general and a specific function for the employer, for example:

Copper mine
fountain pen manufacturer
wholesale grocery
retail book store
road construction
shoe repair service

NOTE

The underlined words show the general function, while the remaining words further identify the industry by giving the product or service.

Specify Manufacturer, Retailer or Wholesaler

Avoid the use of the word "company" since it gives no useful information. Distinguish between manufacturers, retailers and wholesalers. For example, if the person reports that he works for an office furniture company, ask "Do they sell to other stores (which would be wholesale) or to individuals (retail)?" Accordingly, the possible replies would be office furniture wholesaler, or office furniture retailer.

Manufacturer

A manufacturing plant may sell its products in large lots to other manufacturers, or to wholesalers or retailers. The primary function, however, would be manufacturing.

Wholesaler

A wholesale establishment buys, rather than makes, products in large quantities for resale.

Retailer

A retailer sells primarily to individual consumers or users, but seldom makes products.

Service Establishment

Service establishments render services to individuals and organizations. Examples are hotels, laundries, cleaning and dyeing shops, advertising agencies and automobile repair shops.

Government Employees

In the case of government employees, enter the type of government, whether it is federal, provincial, county, regional or municipal. For a person who in Item 37 reported working for Statistics Canada, the correct entry is "Federal Government". Similarly, for a person working for the Vancouver Parks and Recreation Department, the correct entry is "Vancouver Municipal Government".

More than One Business Activity

Some firms are engaged in more than one business or industrial activity. If the activities are carried on in separate places, describe the business in the location where the person actually worked. If the activities are carried on in the same place, describe the major activity. For example, a person working for Western Bakeries could be working in a factory making biscuits or a factory making bread.

Specified Activities

A few specified activities, when carried on at separate locations, are exceptions to the above. Some research laboratories, warehouses, repair shops and storage garages exist primarily to serve their own parent organizations rather than the public or others. In these cases, report the activity of the parent organization. For example, if the retail department store has a separate warehouse for its own use, report the industry as "retail department store" rather than "warehouse".

Sales Office

One type of establishment that must be reported correctly is a sales office set up by a manufacturing firm at a location away from the factory or headquarters. For example, a Toronto shoe factory has a sales office in Vancouver. The people working in the Vancouver office should be reported as "Shoe manufacturer's sales office".

Business in Own Residence

Some people conduct their business in their own homes. Report these businesses as you report regular business establishments (for example, dressmaking shop, cabinet-making shop, radio repair shop, physician's office, etc.).

Individual as Employer

When the name of an individual is given as the employer, find out whether the person works at a place of business or in a private home. The proper industry entry for a domestic worker employed in the home of another person is "private home".

"On the Spot" Work

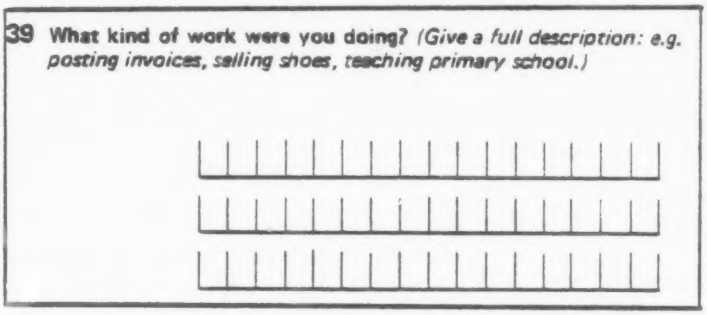
Some people's work is done "on the spot" rather than in a specific store, factory or office. In these cases, report the employer for whom they work in Item 37 and the employer's business or industry in Item 38. For example, a local retail chain is doing remodelling of several stores, one at a time. It has a contract with a building contractor to furnish a small crew each day for several months needed to do the work. Even though the people report to a retail store each day, they work for the building contractor.

Acceptable Entries

Your entry must indicate both the product or service and the type of business activity, such as manufacturing, retail sales, mining, etc. At least two words are required for an accurate description of the kind of industry or business. The following is a list of some acceptable and unacceptable entries:

Unacceptable	Acceptable
Furniture store	Wholesale household furniture store
Grocery store	Retail grocery store
Food packing plant	Meat packing plant
Construction	Road construction
Mining	Iron ore mining
Clothing manufacturing	Men's clothing manufacturing
Consultant	Actuarial consultant
Consultant	Interior decorating consultant
Laundry	Self-service dry cleaning
Laundry	Laundry cleaning and pressing
Insurance	General insurance agency
Salon	Hairdresser salon
Mill	Pulp and paper mill
Engineering consultants	Civil engineering consultants
Repair shop	Radio Repair shop
Lumber Company	Retail lumber yard
Freight company	Motor freight company
Box factory	Paper box manufacturing

If you are unsure about how to record the answer, enter all the relevant information. Specify further in the comments section, if necessary. Do not abbreviate your answers.



39 **What kind of work were you doing?** *(Give a full description: e.g. posting invoices, selling shoes, teaching primary school.)*

Tell clearly and specifically the kind of work or nature of the duties performed by the person. At least two words are usually required.

The description should provide more than just the job title. It should also indicate the person's most important activities or duties. There are a number of job titles such as "clerk" and "engineer", which are often ambiguous. You must obtain the full title of the job, for example, sales clerk and civil engineer.

The job titles alone are not enough. You must always clarify the job titles by the additional information as illustrated in the list below. Refer to the list throughout the field work to determine acceptable and unacceptable entries.

Unacceptable	Acceptable
Accounting Accounting work	Certified Industrial Accountant Accounting machine operator, tax auditor, accounts-payable clerk, etc.
Adjuster	Brake adjuster, machine adjuster, merchandise complaint adjuster, insurance adjuster, etc.
Analyst	Cement analyst, food analyst, computer-system analyst, budget analyst, etc.
Caretaker or custodian	Domestic servant, building janitor, security guard, building superintendent, domestic gardener, groundskeeper, church sexton, property clerk, locker attendant.
Clerical Work	Stock clerk, shipping clerk, sales clerk.

Unacceptable	Acceptable
Clerk/Clerical	A person who sells goods in a retail store is a salesman or sales clerk - do not report him merely as a clerk.
Data processing	Computer programmer, data typist, key punch operator, coding clerk, systems analyst.
Doctor	Physician, dentist, veterinarian, osteopath, chiropodist.
Engineer	Civil engineer, locomotive engineer, mechanical engineer, stationary engineer, aeronautical engineer.
Entertainer	Professional singer, professional dancer, professional acrobat, professional musician.
Equipment operator	Road grader operator, bulldozer operator, trencher operator.
Factory worker	Electric motor assembler, forge heater, turret lathe operator, loom operator, loom fixer, punch-press operator, spray painter, hot riveter.
Labourer	Floor sweeper, charwoman, baggage porter, commercial window washer, car cleaner, section hand, hand trucker, construction labourer.
Maintenance man	Private groundskeeper, building janitor, construction carpenter, domestic electrician.

Unacceptable	Acceptable
Manager	Regional sales manager, bank manager, office manager, produce manager.
Mechanic	Auto mechanic, dental mechanic, radio mechanic, air plane mechanic, office machine mechanic.
Nurse Nursing	Registered nurse, practical nurse, nurse's aids, Student nurse, professional nurse, registered nursing assistant.
Office clerk	General typist, general secretary, office receptionist.
Office Worker	Comptometer operator, file clerk.
Office Work	Bookkeeping clerk.
Program Analyst	Computing-systems analyst, procedure analyst, vocational director, manufacturing liaison planner, etc.
Programmer	Computer programmer, electronic data programmer, radio or TV program director, senior computer programmer, production planner, etc.
Research Research and Development Research and Testing Research Specialist Research Work	Specify field of research, as research physicist, research chemist, research mathematician, research biologist, etc.

NOTE

If the person assists in the research rather than carries it out, he may be a laboratory technician, a chemical engineering technologist, medical technician, etc.

Unacceptable	Acceptable
Salesman	Advertising salesman, insurance salesman, bond salesman, charity campaign canvasser, driver-salesman (routeman), fruit peddler, news-stand seller.
Scientist	Specify field, for example, political scientist, physicist, sociologist, oceanographer, soil scientist, etc.
Shipping department	What does the worker himself do? Shipping and receiving clerk, shipping packer, order picker, shipping department typist, shipping department wrapper.
Supervisor	Typing supervisor, chief book-keeper, restaurant steward, kitchen supervisor, buyer, cutting and sewing forelady, sales instructor, route foreman.

Unacceptable	Acceptable
Teacher	Teachers should report the level of school they teach and the subject. Those below high school who teach many subjects may just report level. College teachers should report title. Following are some illustrations:

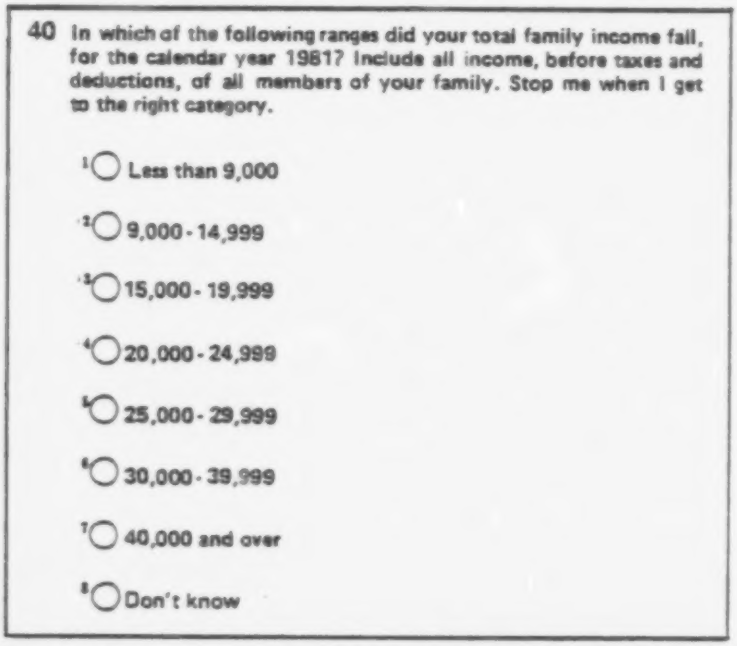
Level	Subject
Preschool	-
Kindergarden	-
Elementary	-
Elementary	Music
Junior High	English
High School	Physical Education
University	Mathematics Professor
University	History lecturer

Hence the entries in 39 would be preschool teacher, elementary school music teacher, university professor (instructor) of mathematics.

Technician	Medical laboratory technician, dental laboratory technician, X-ray technician.
Works in Stock Room Bakery, Office, etc.	Names of departments or places of work are unsatisfactory. The entry must specify what the worker does: for example, "truck loader", not "works in shipping department"; "cost accountant" or "filing clerk", not "Works in cost control."

The Self-employed

When a person is self-employed, ask the occupation question "What kind of work were you doing?" Do not enter proprietor as the occupation unless the person actually spends most of his time in the management of the business. If the person spends most of his time in his trade or craft, enter that as his occupation (i.e. shoe repairman, beautician or carpenter).


40 In which of the following ranges did your total family income fall, for the calendar year 1981? Include all income, before taxes and deductions, of all members of your family. Stop me when I get to the right category.

1○ Less than 9,000
2○ 9,000 - 14,999
3○ 15,000 - 19,999
4○ 20,000 - 24,999
5○ 25,000 - 29,999
6○ 30,000 - 39,999
7○ 40,000 and over
8○ Don't know

Read the categories aloud to the respondent. Pause after each one. When the respondent indicates that the category you have just read is the correct one, confirm the answer and continue with Question 41.

NOTE

Do not read category 8 aloud to the respondent.

Family refers to all members of the household related by blood, marriage or adoption. The family could include spouses, children (natural, adopted or foster), children-in-law, grand-children, parents, parents-in-law, sisters, brothers, aunts, uncles, cousins, nieces and nephews.

Sources of income include:

Wages and Salaries
Cash wages and salaries from all jobs before all deductions such as: income tax, pension fund contributions, etc. Earnings of newpaper boys, cleaning women and baby sitters should be reported here. Include tips, gratuities and earnings from any type of casual work. Any pay received as a member of a reserve unit is to be included.

Family and Youth Allowances
Allowances received under the Federal and Provincial programs should be reported.

Unemployment Insurance Benefits
Benefits received under the Federal Unemployment Insurance scheme.

Social Assistance
Payments made to the needy by the Provincial or Municipal Governments. Benefits include assistance to the blind and the disabled as well as other cash relief payments to any persons in need.

Do not include gambling gains and losses, money inherited during the year in a lump sum, capital gains or losses, income tax refunds, loan payments received, lump sum settlements of insurance policies, rebates received on property taxes, or refunds of pension contributions.

Screen and Probe Questions 41-62 - General Information

These questions ask about two types of crimes. One type of crime is committed against the household. These include actual or attempted break-ins, theft of household goods as well as auto thefts. The other type of crime is commited against the respondent. These are referred to as "personal crimes". They include theft of the respondent's personal belongings that were taken directly from him, such as wallets and credit cards, as well as any attacks, threats and beatings of which the respondent has been a victim.

The screen questions are important as probes to jog the respondent's memory about any incidents that have occurred during 1981. The questions have been worded to bring out any incidents of crime of which the respondent may have been a victim. It is important therefore, that each question be read exactly as written in the questionnaire. The screen questions appear as blocks of questions with introductions between them. It is important that you read these introductions to the respondent because they are used to establish some important concepts.

At times, questions designed to elicit one type of crime may spark a respondent's memory about another type of crime of which he was a victim. When this happens you must report the crime in the question which jogged the respondent's memory. For instance, a question about a theft (question 54) may prompt the respondent to remember an incident where someone broke into his home. This incident must be recorded in the theft question rather than going back to the screen questions referring to Break and Enter (Questions 43 & 44). This will give us an indication about which screen questions are most successful at eliciting incidents. Screen questions which are not productive in eliciting incidents might be dropped from future surveys.

Persons Living in more than One Household

We are interested in recording any crime of which the respondent has been a victim during 1981.

If a respondent moved into his present residence in the last part of 1981 and reports a crime that occurred to him or his former household during the first few months of 1981, the crime should be enumerated in the survey and a Crime Incident Report filled out.

If the Smiths have been married for 10 months and Mrs. Smith is the respondent, you should record any crimes against both households Mrs. Smith lived in during 1981, as well as any personal crimes against her during the reference period. In other words, all incidents occurring to a respondent or his property, including former homes, are to be included in the survey if they fall into the reference period.

Duplicate Reporting

As soon as a respondent has reported one incident, preface the remaining screen questions with the phrase "Other than in the incidents already mentioned". You may still, however, encounter situations where the respondent reports the same crime twice in two different questions. Take, for example, a respondent who tells you in question 43 that someone broke into his house while he was away and in question 54 he tells you that a lawn mower kept outside his home was taken at the same time. Even though the respondent mentions the incident twice, you must record it only in question 43 since it is the same incident. The details of the incident will be recorded on the Crime Incident Report once you have finished the Screen Questionnaire. If you suspect that the respondent is mentioning the same incident twice, probe for clarification.

Household and Personal Crimes

We are interested in recording any crime of which the respondent has been a victim during 1981.

A household crime is one in which household articles were stolen or attempts were made to steal them. This also includes thefts and attempted thefts of motor vehicles, as well as damage to motor vehicles.

Usually, all household members suffer the loss incurred by household crimes. The respondent, being a household member is also a victim.

A personal crime is one in which the respondent was directly involved. He may have been harmed or threatened or may have had his property taken directly from him. Personal crimes happening to other household members are not to be included in the survey, unless the respondent was harmed or threatened.

If a respondent's home is broken into and another household member is harmed, this would involve elements of both a household crime and a personal crime against another household member.

You would record the fact that an incident had taken place in the screen question which elicited the incident. Later, when filling out the Crime Incident Report, you would only record the details about the Break and Enter. The respondent was the victim of only a household crime and not a personal crime. The other household member was the victim of a personal crime, and we are only interested in recording the crimes of which the respondent was a victim.

Examples:

1. The respondent's home was broken into while the family was asleep, but the respondent and his wife awoke and were threatened by the offender.

ACTION:

Record the incident in the screen question which elicited the response. Later, when filling out the Incident Report record the details of both the household crime and the personal crime since the respondent was threatened.

2. The respondent's home was broken into while he was at work. The respondent's son arrived home, surprised the offender and was attacked by the offender.

ACTION:

Record the incident in the screen question which elicited the response. Later, when filling out the Incident Report, record the details of the household crime. Since the respondent was not harmed or threatened he was not the victim of a personal crime.

3. The respondent's husband's coat was stolen from his office.

ACTION:

Do not record this incident in the screen questions. The respondent's husband was the victim of a personal crime and he was not selected to take part in the survey.

4. The respondent's house is broken into while the members of the household were on holidays and several articles were stolen such as clothing, stereos, etc.

ACTION:

Record the incident in the screen question which elicited the response. This is a household crime and would affect the respondent. Later, when filling out the Crime Incident Report you would record all the articles that were stolen.

Incidents Involving Businesses

Crimes against commercial establishments or businesses in the respondent's home are not to be recorded in the screen questions unless the respondent was personally threatened or attacked in the incident or some personal property of his was involved (including the respondent's dwelling). If you discover while completing an Incident Report that the incident is out of scope for the reason above, note the reason in the "Comments" section and put an "X" through the front page of the Crime Incident Report. Go back to the screen question which elicited the response and remove any reference to the out-of-scope incident.

Examples:

1. The respondent is a representative for a door-to-door cosmetics company. She keeps samples and money collected from sales in her home. The house was broken into and the receipts from the business were stolen but nothing was taken from the respondent, nor was any member of the household harmed or threatened.

ACTION:

Record the incident in the screen questions. Fill out a Crime Incident Report but do not record that anything was taken. The incident is recorded because the respondent's home is not a commercial building. The household was a victim of a break and enter.

2. A theft occurred at a candy store owned by the respondent: $100 was taken from the cash register and $10 was taken from the respondent's wallet.

ACTION:

Record the incident in the screen questions. Fill out an Incident Report, but include only the $10 loss in the survey. The $10 was the respondent's personal property.

3. A clothing store in which the respondent worked was held up. The respondent was threatened with a gun and $100 was taken from the cash register. Nothing was taken from the respondent, nor did the offender attempt to take anything belonging personally to the respondent.

ACTION:

Record the incident in the respondent's screen questions. Fill out an Incident Report, but do not include the $100 stolen from the business in the report. You would fill out a Crime Incident Report because the respondent had been threatened.

4. The respondent's shoe store downtown is burglarized at night while the respondent is at home.

ACTION:

Do not record this incident in the screen questions, since the respondent was not attacked or threatened and no personal property was taken.

NOTE

Record all incidents which happen to a respondent while he is doing his job if he was threatened or attacked or had personal property taken. An example would be a policeman who was attacked while on duty. These types of incidents are to be recorded in the screen questions.

NOW I WOULD LIKE TO ASK YOU A FEW QUESTIONS ABOUT SOME THINGS THAT MAY HAVE HAPPENED TO YOU LAST YEAR, THAT IS, FROM JANUARY 1 TO DECEMBER 31, 1981.

NOTE

The introduction is to be read aloud to the respondents.

41 During 1981, did anyone take or try to take something from you by using force or threat of force, such as in a holdup or mugging?

^{1}○ No

^{2}○ Yes → HOW MANY TIMES? ☐☐

This question is trying to elicit incidents of attempted robbery as well as actual robbery.

Force includes the threat of harm as well as actual physical contact.

NOTE

Here and throughout the screen questions, be sure to accurately record the number for the "How many times?" entry. After completing the Screen Questionnaire you will complete one Crime Incident Report for each incident recorded. Therefore, if a respondent's total number of incidents reported at the end of the Screen Questionnaire is four, you would complete four Crime Incident Reports; if only one is reported, you would complete one Crime Incident Report.

42 Did you have your pocket picked or your briefcase, bag or purse snatched during 1981? (Other than in the incident(s) already mentioned)

01 ○ No

02 ○ Yes → HOW MANY TIMES? .... ☐☐

This question asks about all items that the respondent had in a pocket or was carrying, such as money, shopping bags, parcels, etc.

43 Did anyone break into or illegally enter your (home/apartment), garage or any other building on your property? (Other than in the incident(s) already mentioned)

01 ○ No

02 ○ Yes → HOW MANY TIMES? .... ☐☐

In this question we are asking about actual incidents of break and enter of the respondent's residence or another building on his property. We say "illegally enter" because the burglar does not necessarily have to force his way into the respondent's home but may get in through an unlocked door or window. "Illegally" is used to emphasize that the person did not have a right to be in the dwelling. In the case of multiple-unit dwellings, the illegal entry must be into the respondent's unit, not just into the building.

Break-ins and attempted break-ins of second homes or vacation homes owned by the respondent or his household should be included unless the dwelling was being rented out at the time of the incident. If the dwelling was rented out at the time of the incident, the people living there would have been the victim of the crime, rather than the respondent you are talking to.

44 During 1981, did anyone find a door jimmied, a lock forced or any other signs of attempted illegal entry? (Other than in the incident(s) already mentioned)

01 ○ No

02 ○ Yes → **HOW MANY TIMES?** . . . . ☐☐

This question asks about attempted break-ins. For attempted break-ins at a second home or vacation home owned by the household, see instructions in question 43.

We realize that although the question asks about attempted break-ins it may cause respondents to recall any damages to their dwellings. Remember that these questions are designed to jog respondents' memories, and any incident reported after asking a question is to be entered at that point in time unless the incident had been previously reported.

NOTE

FOR THIS SURVEY, AN ATTACK CAN BE ANYTHING FROM BEING HIT, SLAPPED, PUSHED OR GRABBED TO BEING SHOT, RAPED OR BEATEN UP.

This introduction is to be read aloud to the respondents.

This particular introduction is needed to inform the respondent that we are also trying to find out about cases of rape. This may be a sensitive topic.

If a respondent were asked "Have you ever been raped?" she might become embarrassed and refuse to answer any other questions. With this introduction the respondent is subtly told that we are interested in recording this type of crime.

NOTE

There is no need to pause after this introduction. You may find that if you do pause, respondents will give you an answer. This is not *a question. To avoid giving that impression, continue right on to question 45.*

45 During 1981, were you knifed, shot or attacked with some other weapon by anyone at all? (Other than in the incident(s) already mentioned)

01 ○ No

02 ○ Yes → HOW MANY TIMES? .... ☐☐

This question is intended to elicit incidents of actual physical attacks on the respondent when a weapon was used. A weapon is any object that the offender uses to attack the respondent.

NOTE

A weapon is not defined by what the object is but how it is used. Weapons could include a baseball bat or a wrench. However, it does not include hands or feet.

46 **Did anyone beat you up, hit or kick you or throw something at you, such as a rock or bottle? (Other than in the incident(s) already mentioned)**

^{01}○ No

^{02}○ Yes → **HOW MANY TIMES?** . . . . ☐☐

This question, as in all of the screen questions, can elicit very minor or extremely serious incidents.

47 **Did anyone THREATEN to hit you or beat you up or THREATEN you with a weapon? Do not include threats over the telephone. (Other than in the incident(s) already mentioned)**

^{01}○ No

^{02}○ Yes → **HOW MANY TIMES?** . . . . ☐☐

This would include any verbal threat of rape or other sexual attacks. If the offender had a weapon present during the incident, even if he did not use it, you should consider this a threat. The offender's behaviour itself may have been threatening, for example, forcing the respondent into a corner without actually attacking him. The offender could also threaten the respondent verbally. Threats must be made in person and not over the telephone or by mail.

48 **During 1981, did anyone attack or molest you or TRY to attack or molest you while you were in a car, in a public place, at home or anywhere else? (Other than in the incident(s) already mentioned?**

^{81}○ No

^{82}○ Yes → HOW MANY TIMES? .... ☐☐

This question includes any incidents of actual physical attack not covered in the previous questions as well as attempted attacks. The word "molest" is used to elicit both actual and attempted incidents of rape or any other type of sexual attack. Examples of attempted attacks would be throwing an object at the respondent and missing, or shooting at the respondent but missing.

NOTE

NOW I WOULD LIKE TO ASK YOU SOME QUESTIONS ABOUT THEFT OR DAMAGE TO MOTOR VEHICLES OR OTHER PROPERTY.

Read the introduction aloud to the respondent.

49 **During 1981, did you or anyone in your household own a motor vehicle (car, truck, motorcycle, etc.)?**

^{1}○ No → *go to* 53

^{2}○ Yes
↓
How many?

☐☐

This question is asked to discover if the respondent or a household member owned a motor vehicle in 1981. It skips those who did not own one around the questions dealing with motor vehicle thefts and damages.

The question, although similar to question 25, asks if the respondent owned a motor vehicle during 1981 rather than at the time of the survey.

Include all motor vehicles owned during 1981, even if they were sold, junked, stolen or abandoned before the interview.

Do not include motor vehicles used solely by businesses. Do not include motor vehicles loaned by a business to the respondent or household for private use if the business is not owned by the respondent or another household member. If the respondent or another household member owns the business, include all vehicles which are part of the business provided they are at least partially used for private use. Include cars leased by the respondent or the household.

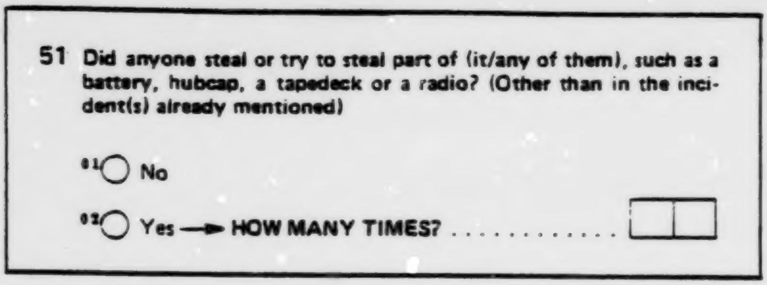
50 Did anyone steal or try to steal (it/any of them)? (Other than in the incident(s) already mentioned)

81 ○ No

82 ○ Yes → HOW MANY TIMES? . . . . ☐☐

This question asks about attempted as well as actual motor vehicle thefts. In some cases, the respondent may not be completely sure that an attempt had been made to steal the motor vehicle, for example, he may have found a broken window on his car. Let the respondent decide whether this incident should be considered as an attempted auto theft or as an act of vandalism.

This question refers to motor vehicles as defined in question 49.

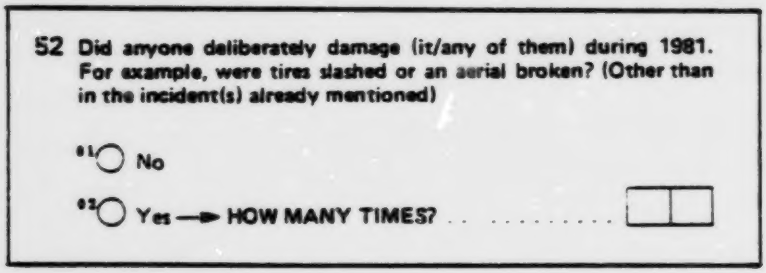


51 Did anyone steal or try to steal part of (it/any of them), such as a battery, hubcap, a tapedeck or a radio? (Other than in the incident(s) already mentioned)

01 ○ No

02 ○ Yes → HOW MANY TIMES? .... ☐☐

This question asks about parts of motor vehicles. This refers to anything attached to the motor vehicle such as parts of a motor, tires, etc. as well as items like Citizen Band radios and tapedecks, etc.

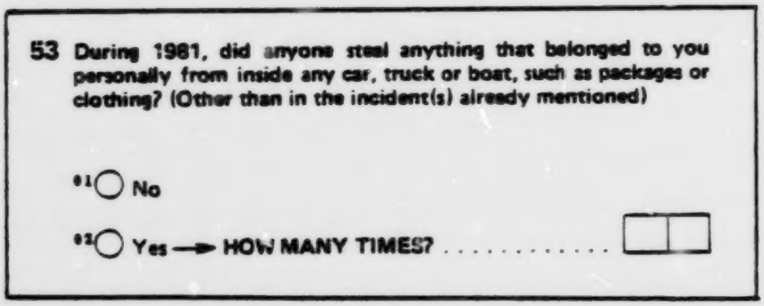


52 Did anyone deliberately damage (it/any of them) during 1981. For example, were tires slashed or an aerial broken? (Other than in the incident(s) already mentioned)

01 ○ No

02 ○ Yes → HOW MANY TIMES? .... ☐☐

Do not include damage to motor vehicles as a result of traffic accidents.



53 During 1981, did anyone steal anything that belonged to you personally from inside any car, truck or boat, such as packages or clothing? (Other than in the incident(s) already mentioned)

01 ○ No

02 ○ Yes → HOW MANY TIMES? .... ☐☐

This question is designed to elicit incidents of the theft of items taken from inside a vehicle.

Include items belonging to the respondent even though the vehicle may belong to someone else. Items "inside" a vehicle also refers to any items kept in the trunk, such as liquor, food, beer, tapes and umbrellas as well as spare tires, jacks, or gas taken from a tank.

54 **Was anything stolen that was normally kept outside your home, such as a bicycle or lawn furniture? (Other than in the incident(s) already mentioned)**

01 ○ No

02 ○ Yes → **HOW MANY TIMES?** . . . . ☐☐

Although this question asks the respondent about items that are normally kept ouside, it may influence some respondents to recall items like radios, that are not normally outside but were taken from a back yard. Include these in this question.

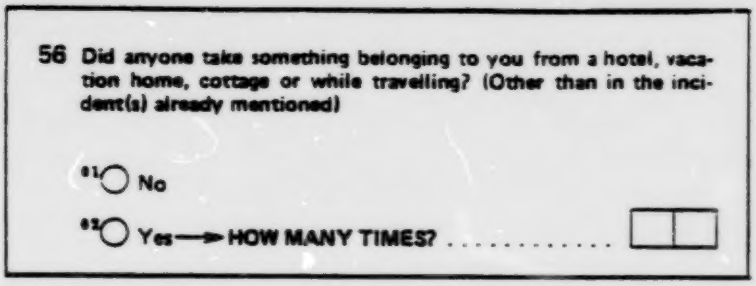
55 **Was anything that belonged to you stolen from your place of work, from school or from a public place, such as a restaurant or bar? (Other than in the incident(s) already mentioned)**

01 ○ No

02 ○ Yes → **HOW MANY TIMES?** . . . . ☐☐

This question is intended to elicit incidents where items that belonged to the respondent were stolen from someplace other than from his home. Emphasize that the item must have belonged to the respondent.

Do not include items which belonged to someone else such as a calculator that belonged to a company the respondent worked for, even if it may have been stolen from the respondent's desk or office.



56 Did anyone take something belonging to you from a hotel, vacation home, cottage or while travelling? (Other than in the incident(s) already mentioned)

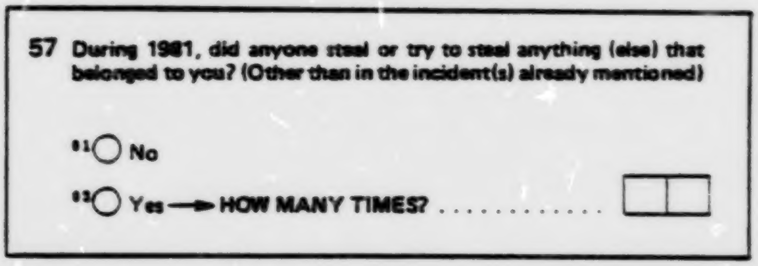
81 ○ No

82 ○ Yes → HOW MANY TIMES? .... ☐☐

This question is designed to elicit thefts, of which the respondent has been a victim, that occurred at a place other than at the respondent's home.

It is not necessary for the respondent to have been staying in the hotel, vacation home, cottage, etc. for him to have had something taken from one of those places.

Include household items as well as any personal property belonging to the respondent. Household property, such as luggage, stolen from someone other than the respondent while that person was away from the home, should be recorded here.



57 During 1981, did anyone steal or try to steal anything (else) that belonged to you? (Other than in the incident(s) already mentioned)

81 ○ No

83 ○ Yes → HOW MANY TIMES? .... ☐☐

This question is designed to cover any other thefts or attempted thefts that may not have been brought out by the more specific preceding questions. Be alert to duplicate reporting of the incidents.

NOTE

Evidence of attempted theft could be a lock that had been tampered with, a rifled desk drawer, the hood found open on a car or a broken window. Also, the respondent may have seen someone running out of his garage or trying to force a car door open. Allow the respondent to decide if circumstances indicate an attempted theft.

58 **Did anyone deliberately damage or destroy any property belonging to you or any member of your household, such as a window in your home or a fence in your yard? (Other than in the incident(s) already mentioned)**

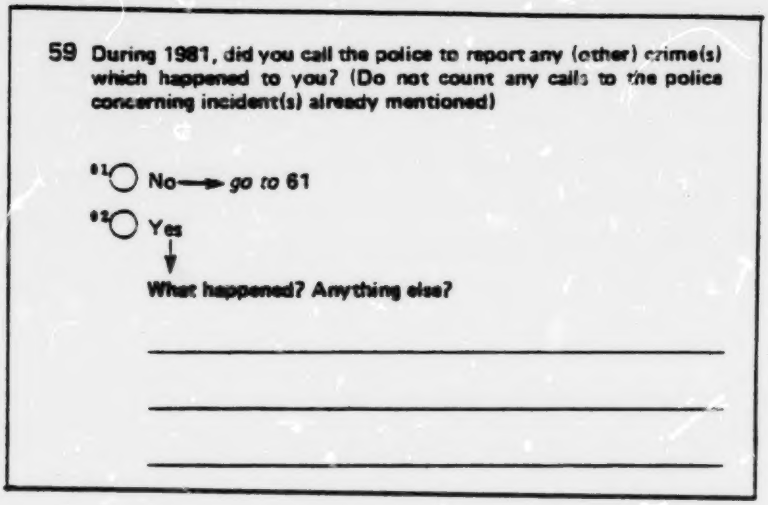
81 ○ No

82 ○ Yes → HOW MANY TIMES? .... ☐☐

This question asks about incidents of vandalism. This should only include deliberate damage. Let the respondent decide whether the incident was deliberate or not.

NOTE

It includes damage to the respondent's apartment unit only, not to the outside of the building or the apartment halls or elevators.



59 During 1981, did you call the police to report any (other) crime(s) which happened to you? (Do not count any calls to the police concerning incident(s) already mentioned)

•1○ No → *go to* 61

•2○ Yes

↓

What happened? Anything else?

____

____

____

This is a catch-all question asked to give the respondent opportunity to recall other things that happened to him. While the other questions cue on specific crimes, this cues on those times when the respondent called the police during the last year. This may yield actual incidents of crime of the type with which the survey is concerned. However, any type of crime which the respondent mentions should be recorded here.

If necessary use the "Comments" section to record additional information. Cross-reference all additional comments.

Emphasize that this does not include incidents the respondent has already told you about.

60 INTERVIEW CHECK ITEM B:

Did the incident(s) in Question 59 involve:

i) attack or threat of attack?

01 ○ No

02 ○ Yes → How many times? . . . . ☐☐

ii) stealing or attempts?

03 ○ No

04 ○ Yes → How many times? . . . . ☐☐

iii) breaking and entering or attempts?

05 ○ No

06 ○ Yes → How many times? . . . . ☐☐

iv) vendalism?

07 ○ No

08 ○ Yes → How many times? . . . . ☐☐

NOTE

There should be a "No" or "Yes" entry for each category.

If the incidents described in question 59 include any of the types of crimes that are referred to above, mark the appropriate circle and record "How many times?"

Any incident described in 59 should be classified into only one of the categories in 60. For example, a robbery in which a respondent was attacked could be marked in either "i) attack or threat of attack" or "ii) stealing or attempts". MARK ONLY ONE OF THESE FOR THE INCIDENT.

"i) attack or threat of attack" includes verbal threats but does not include threats over the phone or by mail.

Do not include incidents which happened to other household members when the respondent was not involved, unless the incident was also a household crime such as a break and enter. As well, do not include crimes against businesses unless the respondent was a victim of a personal crime during the incident.

The total of all the "How many times" in question 60 will be the number of Crime Incident Reports filled out for incidents mentioned in question 59.

61 During 1981, was any crime committed against you which was not reported to the police? (Other than in the incident(s) already mentioned)

^{61}○ No → *go to 63*

^{62}○ Yes

↓

What happened? Anything else?

1. ____

____

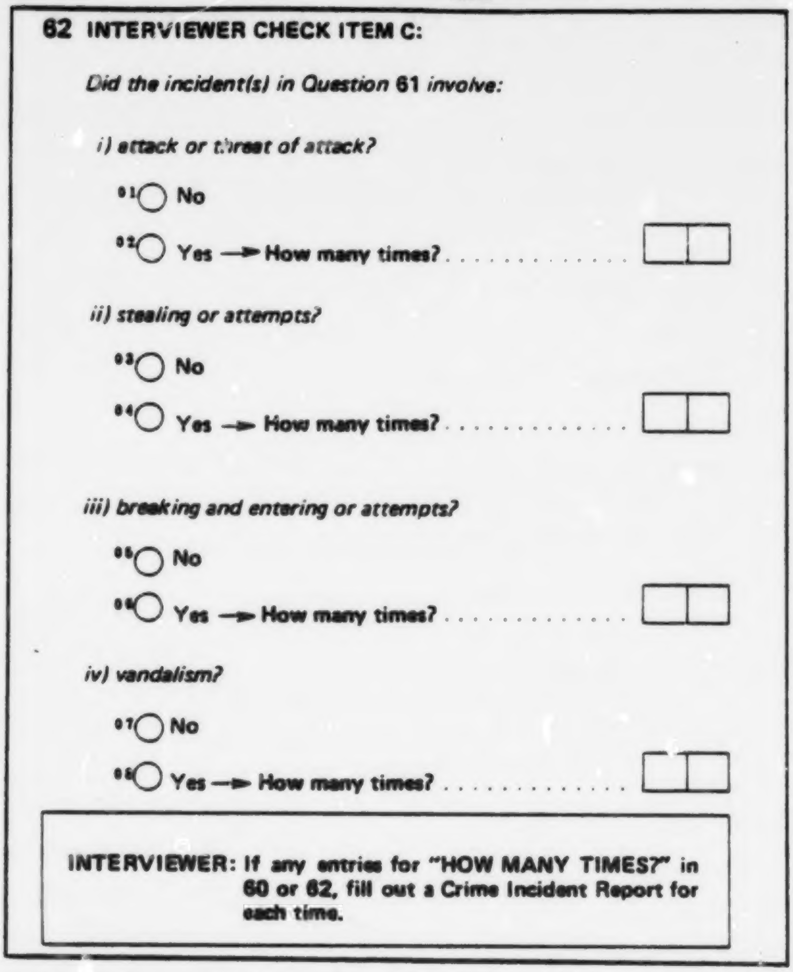
2. ____

____

This question is similar to question 59 but asks only about crimes not reported to the police which happened to the respondent.

This question, as in 59, may bring out some types of crime that we have not asked about, such as disturbing the peace. This question may also elicit some incidents the respondent may have overlooked, for example, where no loss or injury resulted or incidents caused by children.

Follow the same procedures for entering a description of the incident as described in the instructions for question 59.



62 INTERVIEWER CHECK ITEM C:

Did the incident(s) in Question 61 involve:

i) attack or threat of attack?

01 ○ No

02 ○ Yes → How many times? . . . . ☐☐

ii) stealing or attempts?

03 ○ No

04 ○ Yes → How many times? . . . . ☐☐

iii) breaking and entering or attempts?

05 ○ No

06 ○ Yes → How many times? . . . . ☐☐

iv) vandalism?

07 ○ No

08 ○ Yes → How many times? . . . . ☐☐

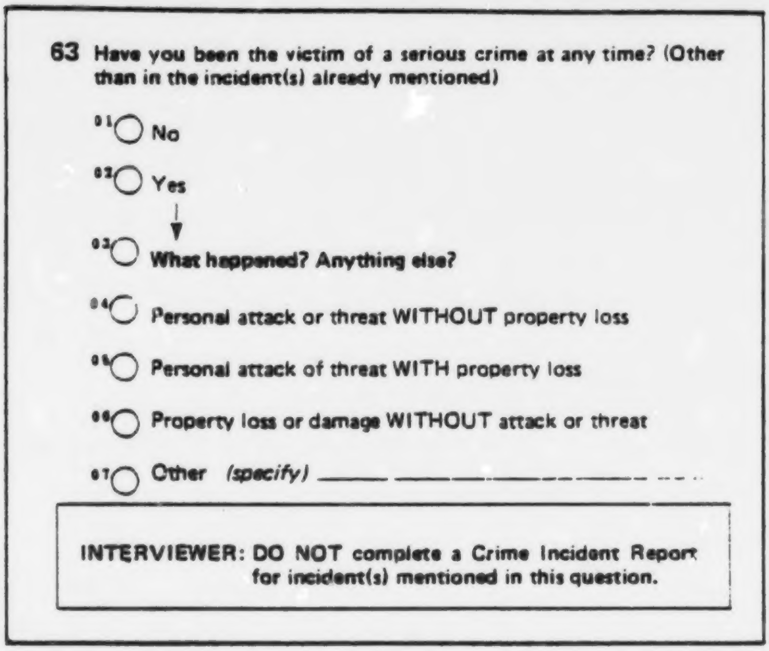
INTERVIEWER: If any entries for "HOW MANY TIMES?" in 60 or 62, fill out a Crime Incident Report for each time.

Follow the same procedures for answering this item as given for item 60.

NOTE

There should be a "No" or "Yes" entry for each category.

The total of all the "How many times?" in question 62 will be the number of Crime Incident Reports filled out for the incidents elicited in question 61.



63 Have you been the victim of a serious crime at any time? (Other than in the incident(s) already mentioned)

01 ○ No

02 ○ Yes

03 ○ **What happened? Anything else?**

04 ○ Personal attack or threat WITHOUT property loss

05 ○ Personal attack of threat WITH property loss

06 ○ Property loss or damage WITHOUT attack or threat

07 ○ Other *(specify)* ____________________

INTERVIEWER: DO NOT complete a Crime Incident Report for incident(s) mentioned in this question.

This question asks about any type of crime of which the respondent had been a victim. These may include crimes of the type which are not covered by the survey. Stress that the question asks whether he had ever been a victim and does not refer only to 1981. Let the respondent decide whether any incident constitutes a "serious crime".

Definitions:

3. Personal attack or threat without property loss.

   Include any type of attack against the respondent such as rape, other sexual attacks or any other kind of assault where there was no property stolen.

4. Personal attack or threat with property loss.

   This is the same as category 3, however some property was taken.

5. Property loss or damage without attack or threat.

   Include incidents where property was stolen or damaged without force or threat of force.

6. Other (specify)

Include any incidents that do not fall into the above categories and specify in as much detail as possible.

NOTE

Note the interviewer instruction on the Questionnaire; that no Incident Report will be filled out for incidents mentioned in this question.

64 INTERVIEWER CHECK ITEM D:

01 ○ If any entries for "How many times?" in any of the screen questions, fill out a Crime Incident Report for each time

02 ○ Otherwise, thank respondent and END . . . .

If there are no entries for "How many times" in the screen questions (41-62), you have completed the interview with the respondent.

Thank the respondent and end the interview.

If there are any entries for "How many times" in the screen questions you are instructed to fill out a Crime Incident Report for each entry. The total of the "How many times" for the screen questions will be the number of Incident Reports filled out for this respondent. For example, if the respondent told you he had been robbed twice in question 41 and in question 50 he reported that his car had been stolen once, you would fill out three Crime Incident Reports for that respondent.

CRIME INCIDENT REPORT

General Information

Fill out Crime Incident Reports to get detailed information about incidents of crime reported in questions 41 - 62 of the Screen Questionnaire after you have completed the Screen Questionnaire.

The Crime Incident Report is a separate document. Whenever you find it necessary to use the Crime Incident Report, be sure to transcribe the area code and telephone number shown on the label of the Selection-Control Form into Item 1 of the Crime Incident Report.

Upon completion of the last Crime Incident Report, insert all of the completed Incident Reports in the Screen Questionnaire to prevent their becoming lost.

How Many Crime Incident Reports to Fill Out

Fill one Crime Incident Report for each incident of crime reported in answer to the screen questions. For example if a respondent tells you that her purse was stolen on one occasion and that she was beaten up on two different occasions, you will fill out three Crime Incident Reports - one for each separate incident. At the end of the interview you should have filled in a number of Incident Reports equal to the total of the "How many times?" entries in the screen questions (41 - 62) of the Screen Questionnaire.

Review the Screen Questions

Always review the answers to the screen questions to be sure you have not missed any "YES" answers. If you have, you must obtain the missing information and complete the additional Crime Incident Report. If you discover that you missed a "YES" answer after completing the interview, you will have to call back to obtain the information and complete the additional Crime Incident Reports.

Check The Reference Period

Before completing a Crime Incident Report, be sure that the crime occurred during 1981. If the respondent reports an incident that occurred in 1980 or before, or after December 31, 1981, do not complete a Crime Incident Report and delete all references to the incident on the Screen Questionnaire. Write the reason for discontinuing the Incident Report in the Comments section and draw a large "X" on the front page of the Crime Incident Report.

Reporting a Series of incidents

It may occur, during an interview, that a respondent reports several very similar incidents and he is unable to distinguish the details of the individual incidents.

An example would be the victim of ten thefts of automobile parts; he may have been robbed of hubcaps one day, a car radio another day, a battery at another time, etc.

The respondent remembers what was stolen, but is vague about the month each incident occurred and where the incidents happened. For situations similar to this, it may be necessary to report several incidents as a "SERIES" on one Incident Report Form.

All of the following conditions must exist before you may do this:

1. The incidents must be similar in detail. You cannot group different types of crimes together in a series. They must all be break and enters, automobile thefts, attempted break and enters etc. You cannot group an attempted break and enter with a break and enter.

2. There must be at least five incidents in a series, but there will usually be more.

3. The respondent must not be able to recall details of the individual incidents well enough to report them separately.

   If the respondent can report a group of the same or similar incidents separately, you must fill out one Incident Report for each, regardless of how many incidents are involved.

Do not assume that just because there are five or more similar incidents reported that they constitute a "series". You must attempt to obtain details on the individual incidents if it is possible.

Do not conclude that because a respondent cannot give details of an individual incident, from a group of similar incidents, that he cannot give details on the rest of the group. Probe to discover if the respondent can give details of any of the other incidents.

If so, fill out an Incident Report for those incidents which can be distinguished.

If there are five or more incidents remaining that the respondent cannot give details on, the remaining ones constitute a "series" and one Incident Report can be filled out using the most recent of the "series" as the summary incident for the group.

If there are fewer than five incidents remaining, they do not fulfill the criteria for the definition of a "series" stated on page 105. In this case you must obtain as much information as possible for each remaining incident (this would be at most four incidents).

If the criteria for a "series" are met, use the most recent of the incidents as a summary incident for the "series", when filling out the Incident Report.

Examples:

1. During the reference period the respondent's house was broken into seven times. On each occasion, small items were stolen such as a radio, a small amount of money, clothing and a briefcase. The respondent can remember details of the first time and the last time it happened but cannot remember specifically about the other incidents, for instance he doesn't remember when they occurred, the items that were taken, which items were damaged, etc.

ACTION:

The respondent can remember the details of the first time and the most recent time that the incident occurred. Therefore, you would fill out a Crime Incident Report for each of these occurrences. Since the respondent cannot distinguish between the remaining five incidents, you should treat these as a series and use the most recent of the remaining five (i.e. the second last time this occurred) to complete a summary report for this group.

If the respondent reports crimes that meet the requirements of a "series" be sure to adjust the "How many Times?" entry of the screen question that elicited the response to reflect the number of Crime Incident Reports filled out for that question. For instance, in the example given above, you would adjust the screen entry for "How many times?" to reflect that you had filled out three Crime Incident Reports. In this case you would go back to the screen question which elicited the incidents and change the 07 entry to 03.

2. A respondent reports that she was beaten while in a bar five times during the reference period. She can remember the details of the three most recent incidents but tells you that she cannot remember much about the other two times.

ACTION:

You would fill in three Crime Incident Reports for the most recent incidents. The remaining incidents cannot be treated as a "series" because there are only two. You must, therefore, complete two Crime Incident Reports with as much detail as possible for these remaining incidents.

3. A respondent tells you that his home had been vandalized ten times during the reference period. By probing, you determine that he cannot distinguish amongst any of the incidents. All he can remember about each is what was damaged.

ACTION:

You would treat this group of incidents as a "series" and fill out one Incident Report using the most recent incident. The entry for "How many times?" in the appropriate screen question would also be adjusted to 01.

Avoiding Duplicate Reporting

When you are filling out Incident Reports, you may determine that an incident has been reported twice. For example, a respondent may have given you affirmative answers to questions 45 and 46. When you are filling out the Incident Report for question 46, you will realize very quickly if you are duplicating the Incident Form you filled out for question 45. In this case, you must end the second Incident Report immediately, explain the situation in the comments section of the form and change the entry for question 46 to "No". Do not count this as a completed Incident Form but return it to your supervisor with the other forms from the interview.

Following the Skip Pattern

Be sure to follow skip instructions precisely to ensure a smooth flowing interview and correctly completed forms. The skip pattern is not difficult. Frequently, however, Check Items will instruct you to refer to a previous question and mark the appropriate circle before proceeding with the interview. While you may remember how certain questions were answered, always refer back to the previous question as instructed, just to be sure. A wrong guess on your part will change the flow of the skip pattern, and the following questions will seem awkward or meaningless.

What to Ask

Adhere to the wording of the question as written. The questions you are to ask and the statements you are to make to the respondent, are all in bold type on the questionnaire. Occasionally, you may find it necessary to mention several items not in bold type in order to probe for a more specific answer. As well, you may think you know the answer to a question from information the respondent has already volunteered. In this case, you may change the wording slightly to verify the information. For example, the respondent may have told you that someone stole a radio when answering question 52 on the Crime Incident Report. You would then rephrase question 58 as follows: "You said that a radio was taken? Is that right? Anything else?"

Discontinuing an Incident Report

Listed below are the reasons for out-of-scope incidents. If you discover that an incident is out-of-scope after an Incident Report has been started, discontinue the Report at that point. Write the reason for discontinuing in the comments section on the last page of the Incident Report. Draw a large "X" on the front page of the Incident

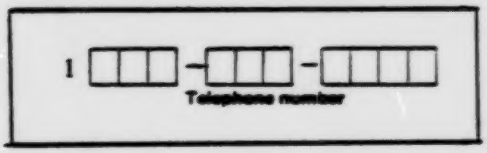
Report, readjust the screen entry and return the form to your supervisor. Do not count the report in the total number of Incident Reports completed (Item 14 of the Selection-Control Form).

1. Out-of-scope - Before reference period - This means incidents occurring before the first month of the reference period, that is, prior to January 1, 1981.

2. Out-of-scope - After reference period - This includes any incidents occurring after December 31, 1981.

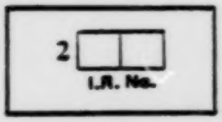
3. Out-of-scope - Business - This refers to any incident strictly involving a business during which the respondent was not harmed or threatened, no personal property was stolen and no household crime occurred during the incident.

4. Out-of-scope - Other household member - This means that you discover the respondent is describing an incident that has occurred to another household member in which the respondent was not involved and no household crime has occurred.



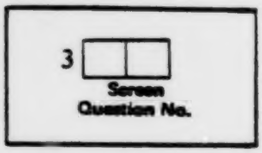
1 ☐☐☐-☐☐☐-☐☐☐☐
Telephone number

It is very important that the area code and telephone number of the household be accurately transcribed on the Crime Incident Report from the label on the Selection-Control Form.



2 ☐☐
I.R. No.

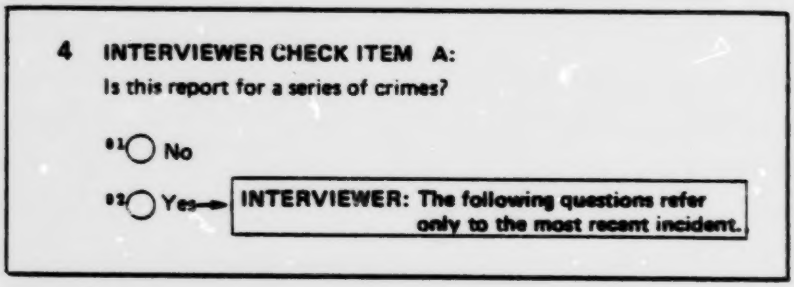
It is very important that each Crime Incident Report for a respondent be uniquely identified. Therefore, all Crime Incident Reports filled out must be numbered consecutively, starting with 01. For example, if three Crime Incident Reports are completed for one respondent, they would be numbered 01, 02 and 03.



3 ☐☐

Screen Question No.

Enter the question number (41-62) from the screen question in which the respondent mentioned the incident for which you are now completing the Crime Incident Report.



4 INTERVIEWER CHECK ITEM A:

Is this report for a series of crimes?

01 ○ No

02 ○ Yes → **INTERVIEWER: The following questions refer only to the most recent incident.**

If the report is for a "series", be sure to read the interviewer instruction to the respondent. For details of a "series" see page 105.

5 **You said that during 1981 (refer to appropriate screen question for description of incident). In what month did (this/the most recent) incident happen?**

J	F	M	A	M	J	J	A	S	O	N	D
01 ○	02 ○	03 ○	04 ○	05 ○	06 ○	07 ○	08 ○	09 ○	10 ○	11 ○	12 ○

OR

13 ○ Jan, Feb, March
14 ○ April, May, June
15 ○ July, Aug, Sept
16 ○ Oct, Nov, Dec
17 ○ Don't know

For this question you will say "You said that during 1981 ...." At this point you must describe the type of incident from the screen question to which you are referring.

This will direct the respondent's attention to the particular incident you are about to discuss. If there are two or more incidents of the same type for any of the screen questions, begin with the most recent and work back through the other incidents.

Example:

A respondent has said that his coat was stolen twice.

ACTION:
Begin with filling the Incident Report by saying "You said that during 1981 you had your coat stolen twice. In what month did the most recent incident happen?"

If the respondent reports the exact month, mark one of the Circles 01 to 12. It may happen that a respondent is unable to recall the exact month in which the incident occurred. If the individual month cannot be recalled, probe to at least find out in which quarter it occurred and mark one of Circles 13 to 16. If, after probing, the respondent is still unable to determine the month or quarter, mark the "Don't know" category - Circle 17.

6 Did the incident take place on a weekday or a weekend?

1○ Weekday *(Mon. to Fri. at 6 p.m.)*
2○ Weekend *(Fri. at 6 p.m. to Sun. at 12 midnight)*
3○ Don't know

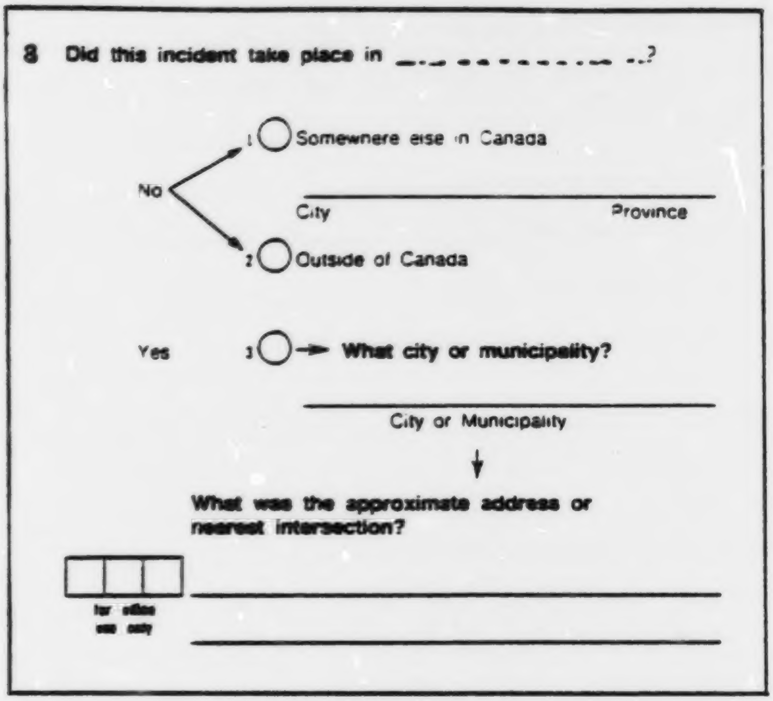
It may happen that the respondent informs you that the incident occurred over a long weekend. We do not have a category for that response. Probe to find out if the respondent can determine whether it occurred on a week day or whether it occurred between Friday (after 6 p.m.) and midnight Sunday. If he cannot determine whether the incident occurred on a week-day or week-end, mark the "Don't Know" category.

7. About what time of the day did it happen?

During the day	1○ 8 a.m.-12 noon 2○ 12 noon-6 p.m. 3○ Don't know
At night	4○ 6 p.m.-12 midnight 5○ 12 midnight-8 a.m. 6○ Don't know
Don't know	7○

If the respondent answers "At night", probe to determine whether it occurred before or after midnight.

If he answers "During the day", verify that it was before 6 p.m. Probe to determine whether it was before or after noon.



8 Did this incident take place in ____________?

No

1 ○ Somewhere else in Canada

City ____________ Province

2 ○ Outside of Canada

Yes 3 ○ → **What city or municipality?**

____

City or Municipality

What was the approximate address or nearest intersection?

☐☐☐ ____________

for office use only ____________

Within each of these municipalities are a number of communities. The respondent may tell you that the incident occurred in a specific community. You will be supplied with a list of these communities so you can enter the municipality in which the community lies.

NOTE

You must enter the municipality rather than the community in which the incident occurred so this item can be coded.

If the respondent answers "No", probe to determine where in Canada the incident occurred or whether it was outside of Canada.

If the respondent answers "Yes", ask the respondent the name of the city or municipality the incident occurred in. Enter the information in the space provided and then ask the respondent "What was the approximate address or nearest intersection?"

The location of the incident is needed so researchers can help local police forces allocate their resources.

If possible, we would like to have an address. If this is not possible we need other detailed information about the location.

For example, if the incident occurred downtown, we would like to know the street on which it occurred as well as the two closest intersections.

"Downtown on Main Street" would not be an acceptable answer. "Main Street between First and Second Avenue" is the type of information we are looking for.

9 Where did this incident take place? For example, was it at home, at school or in a park? *(Mark all that apply)*

01 ○ In own home/apartment unit *(also include attempted break-in)* — Go to 10

02 ○ In garage or other building on your property *(also include attempted break-in)*
03 ○ In vacation home *(also include attempted break-in)*
} Go to 12

04 ○ In home of friend, relative or acquaintance
05 ○ In your yard *(also include vandalism of home, garage or other building on your property)*
06 ○ In your driveway, carport
07 ○ In apartment hall, stairwell laundry room, locker room
08 ○ In parking lot of your home/apartment
09 ○ In other parking lot
10 ○ On sidewalk/street directly in front of/behind/beside your home/apartment
11 ○ On a sidewalk/street in your neighbourhood
12 ○ On a sidewalk/street near work
13 ○ On any other sidewalk/street
14 ○ In a park, field, playground *(other than school)* in your neighbourhood
15 ○ In any other park, field, or playground *(other than school)*
16 ○ Inside school or on school grounds
17 ○ In pub or bar
18 ○ In commercial building where respondent works, such as a store, restaurant, hotel/motel, bank, gas station, arena or stadium, bus or train station
19 ○ In any other commercial building, such as a store, restaurant, hotel/motel, bank, gas station, arena or stadium, bus or train station
20 ○ In office building or factory where respondent works
21 ○ In any other office building or factory
22 ○ On public transportation *(bus, train, streetcar, subway, etc.)*
23 ○ Other *(specify)* ____________
} Go to 18

The skip pattern associated with Item 9 is the most important one on the Incident Report since the eventual classification of the type of crime depends very heavily on the entries in the items that follow.

It may be necessary to probe for this answer if the respondent's reply is not immediately clear.

It is possible that a respondent's answer will fit into more than one category. In these cases, probe for clarification. For example, if the respondent replies "At work", you must probe to find out where he worked since several categories could fit the response.

It is possible the incident occurred in more than one place although this would be extremely unusual. For example, if the respondent was forced into a car on a street and taken into his home where he was robbed, then Circle 13 and Circle 01 should be marked.

If there is more than one circle marked, the skip pattern that should be followed is for the circle with the lowest number. In the example given above, the skip pattern for Circle 01 is the one that should be followed.

Definitions:

01. In own home/apartment unit

This always includes attempted break-ins. If there was any indication of an attempted break-in of the dwelling, such as a forced lock or damaged door, mark Circle 01. Also mark this category for actual break-ins or attacks inside the respondent's home. Vandalism is deliberate damage to property. If damage is not considered to have resulted from an attempted break and enter, the category for vandalism should be marked (05).

"In apartment unit" means within the individual unit occupied by the respondent and does not include other apartment units.

If the incident took place in the respondent's room in a boarding house, school dormitory, or some similar place (for example, if someone got in or tried to get into a student's room in a dormitory), mark Circle 01.

Mark this category for incidents occurring in both present and former residences during 1981.

02. In garage or other building on your property

This always includes attempted break-ins. For attached garages, Circle 02 should be marked only if there was no attempted entry to the respondent's home. If there were signs of attempted entry to the respondent's home, Circle 01 should have been marked. Do not include carports in this category but in category 06. Examples of other buildings are tool sheds, greenhouses, etc.

03. In vacation home

Always include attempted break-ins. This also includes vacation homes owned or rented by the respondent as well as vacation homes where the respondent was temporarily staying.

04. In home of friend, relative or acquaintance.

Incidents marked in this category must have occurred inside someone else's home.

05. In your yard

This includes damage to the respondent's home, garage or other building on his property which he does not consider to be an attempted break-in. It also includes incidents occurring in the respondent's yard, both in yards of the respondent's dwelling and in the yards of vacation homes.

06. In your driveway, carport

Mark this category when incidents occurred in the respondent's driveway or carport. Incidents that occurred in other people's driveways are not to be included here.

07. In apartment hall, stairwell, laundry room, locker room

This includes incidents that occurred in any apartment building when the incident did not take place within an apartment unit.

08. In parking lot of your home/apartment

This includes incidents that occurred in the parking area of the respondent's own home or apartment. Underground and above ground parking areas are to be included.

09. In other parking lots

This includes incidents that occurred in public and private parking lots, such as parking lots at airports, shopping centres, hotels, and parking lots reserved for employees.

10. On sidewalk/street directly in front of/behind/beside your home/apartment

Include sidewalks or streets immediately surrounding the respondent's home or apartment.

11. On a sidewalk/street in your neighbourhood

Include all sidewalks and streets in the respondent's neighbourhood but not those surrounding the respondent's home which would have been included in category 10.

Neighbourhood is defined by the respondent's perception of what constitutes his neighbourhood.

12. On a sidewalk/street near work

Include sidewalks and streets that the respondent specifies are near his place of work.

13. On any other sidewalk/street

Include all other sidewalks and streets other than those in the respondent's neighbourhood or near his place or work.

14. In park, field, playground, (other than school) in respondent's neighbourhood

Include public parks, public tennis courts and empty lots. Do not include private clubs, such as private tennis clubs or private golf courses. These should be included in the "Other (specify)" category.

15. In any other park, field, playground (other than school)

Include any other park, field or playground as defined in category 14.

16. Inside school or on school grounds

Include incidents occurring inside school buildings, for example, classrooms, gymnasium, hallways or offices, or on school property such as in the parking lot and on athletic fields and the surrounding school grounds. If the incident took place in the respondent's room in a school dormitory, category 01 should have been marked.

17. In a pub or bar

This includes any incidents that occurred in a pub or bar. The incident may have happened in a lobby, in the washroom, at the pub or bar entrance or any other place in the pub or bar.

Also include any incidents that occurred to persons while working in a pub or bar.

18. In commercial building where respondent works, such a store, restaurant, hotel/motel, bank, gas station, arena or stadium, bus or train station

Include incidents here which took place inside a commercial building where the respondent works. The examples are not exhaustive. Mark Circle 18 if the incident took place inside any commercial building where the respondent works other than pubs or bars.

19. In any other commercial building, such as a store, restaurant, hotel/motel, bank, gas station, arena or stadium, bus or train station

Includes any commercial building where the respondent does not work excluding pubs or bars.

20. In office building or factory where respondent works

To mark this category, the incident must have taken place inside a building, not just near a building where the respondent works.

21. In any other office building or factory

The incident must have occurred inside any other office building or factory.

22. On public transportation (bus, train, streetcar, subway, etc.)

Incidents must occur on the vehicle, not when the respondent is on the street waiting for it. Examples are not exhaustive. Any public transportation should be included here.

23. Other

If the answer does not fit any of the listed categories, or if probing does not resolve the conflict in choice, mark "Other" and specify the answer given. This category could include golf courses, private tennis clubs, or someone else's driveway.

10 Do you mean the dwelling you're living in now?

1○ No

2○ Yes → *Go to 12*

We ask this question so analysis can be done to determine whether the type of dwelling a respondent lives in is a factor in the number of incidents which occur. If the respondent was living in the same dwelling categorized in question 29 of the Screen Questionnaire, he will be skipped around the next question.

11 What type of dwelling were you living in at the time of this incident?

1○ Single house

2○ Semi-detached or double *(side-by-side)*

3○ Garden home, townhouse or rowhouse

4○ Duplex *(one-above-another)*

5○ Lowrise apartment *(less than 5 stories)*

6○ Highrise apartment *(5 or more stories)*

7○ Other *(specify)* ______________________

Refer back to question 29 in the Screen Questionnaire for definitions of the categories.

12 Did the person(s) who committed the act actually get in or just try to get in?

1○ Actually got in

2○ Tried to get in } *Go to 14*

3○ Don't know .... } *Go to 14*

If the respondent lives in an apartment building or some other type of multi-unit structure, determine if there was an actual or attempted entry of the respondent's unit. Do not include entry of other parts of the building, such as the lobby or a break-in of the rental office.

13 At the time of the incident, did the person live there or have a right to be there? For example, did someone let him/her in or was/were the person(s) a guest or workman?

1○ Don't know

2○ No

3○ Yes → *Go to* **16**

The phrase, "have a right to be there" implies that the offender was someone like a hotel maid or a maintenance man or a janitor (who would not have to break-in) or someone that the occupant admitted, such as a friend, salesman, etc. If the respondent opened the door and someone forced his way in, the person did not have a right to be there. Offenders who live in the same apartment building as the respondent do not necessarily have the right to be in the respondent's unit.

14 Was there any evidence such as a broken lock or window that the person(s) (forced/tried to force) his/her way in?

1○ Don't know

2○ No

3○ Yes

What was the evidence? *(Mark all that apply)*

4○ Broken lock or forced door

5○ Broken or forced basement window

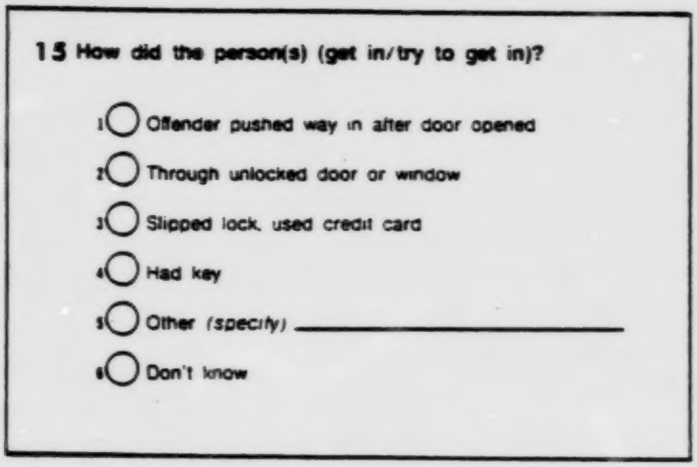
6○ Broken or forced other window

7○ Slashed screen

8○ Other *(specify)* ____________

} *Go to* **16**

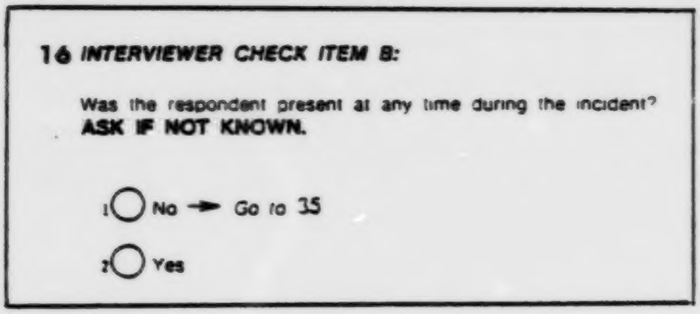
This question asks about physical, visible evidence of force. Use of a skeleton key, entry through an open window, etc., is not evidence of force.



15 How did the person(s) (get in/try to get in)?

1 ○ Offender pushed way in after door opened
2 ○ Through unlocked door or window
3 ○ Slipped lock, used credit card
4 ○ Had key
5 ○ Other *(specify)* ______________
6 ○ Don't know

This question is asked only if no evidence of force was indicated in question 14. A slipped lock is one which has been picked or tampered with.



16 *INTERVIEWER CHECK ITEM B:*

Was the respondent present at any time during the incident?
ASK IF NOT KNOWN.

1 ○ No → *Go to* 35
2 ○ Yes

To be considered "present", the respondent must have been at the immediate scene of the crime at some time during the incident. For some crimes, such as assault, rape or robbery, it is obvious that the respondent was present during the incident. For other, such as break and enter or vandalism, however, whether the respondent was present or not may not be clear.

For incidents involving "breaking and entering", when the offender actually got in, the respondent is considered present if he is in the dwelling at the time even if he is sleeping or for some other reason does not actually see or confront the offender. If the offender does not actually get into the dwelling during a break and enter or vandalism incident, even if the respondent is inside the dwelling and sees the offender, he is not considered present unless he was harmed or threatened.

Generally, when the respondent was inside a dwelling with an offender, or outside a dwelling with an offender and was in a position to be harmed or threatened the respondent would be considered as being present.

The following is an example of an incident in which the respondent would not be considered present. The respondent is in his apartment and sees the offender throw a rock through the windshield of his car. The respondent only observed the incident and was not in a position to be harmed or threatened.

NOTE

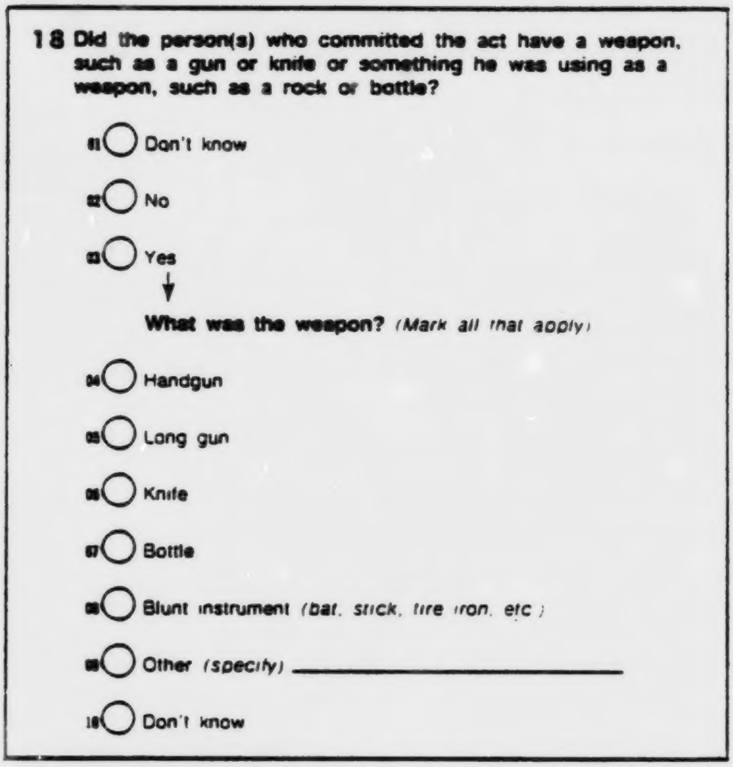
"Check Item B" is a very important point in the interview because it determines the respondent's flow through the rest of the Crime Incident Report. It is necessary to always have an accurate entry in this item.

17 Was someone with you at the time of the incident?

1 ○ No

2 ○ Yes

This question is asked to determine if the respondent was alone at the time of the incident. The phrase "Someone with you" means that another person, other than the offender, was accompanying the respondent at the immediate scene of the incident.



18 Did the person(s) who committed the act have a weapon, such as a gun or knife or something he was using as a weapon, such as a rock or bottle?

01 ○ Don't know

02 ○ No

03 ○ Yes

↓

What was the weapon? *(Mark all that apply)*

04 ○ Handgun

05 ○ Long gun

06 ○ Knife

07 ○ Bottle

08 ○ Blunt instrument *(bat, stick, tire iron, etc.)*

09 ○ Other *(specify)* ____________________

10 ○ Don't know

This question has the phrase " ... something he was using as a weapon ..." in it. The important idea here is how something is used, not what it is, since almost anything can be used as a weapon. However, hands or feet are not considered to be weapons for the purposes of this question.

To be considered a weapon, the object must be used to threaten or attack the respondent or a threat or attack must be implied by the presence of the object. Objects such as rocks, bottles, baseball bats, etc. used in committing vandalisms are not considered weapons unless they are also used to attack or threaten the victim.

If the respondent answers "a gun", you must probe to determine if it was a handgun or a long gun.

A long gun is a rifle or a shot gun. It does not include air-powered weapons such as a BB gun, or pellet gun. Include these in the "Other" category.

A hand gun is a revolver or pistol capable of being fired with the action of one hand.

19 An attack can be anything from being hit, slapped, grabbed or knocked down to being shot, raped or beaten up. Were you attacked in any way during the incident?

1 ○ No

2 ○ Yes → *Go to* **23**

In order to mark "Yes", there must have been some physical contact between the offender and the respondent. If something was thrown at the respondent or he was shot at but not actually hit, do not consider him "actually attacked", but just threatened. Threats are covered in the next question.

NOTE

In this question, an attack does not have to be a serious incident. We are interested in finding out if the respondent was attacked in any way, including what one might consider to be a minor incident.

20 Did the person(s) threaten you with harm in any way?

1○ No → Go to **22**

2○ Yes

21 How were you threatened? Any other way?
(Mark all that apply)

1○ Verbal threat of rape

2○ Verbal threat of attack *(other than rape)*

3○ Weapon present or threatened with weapon

4○ Attempted attack with weapon e.g. shot at

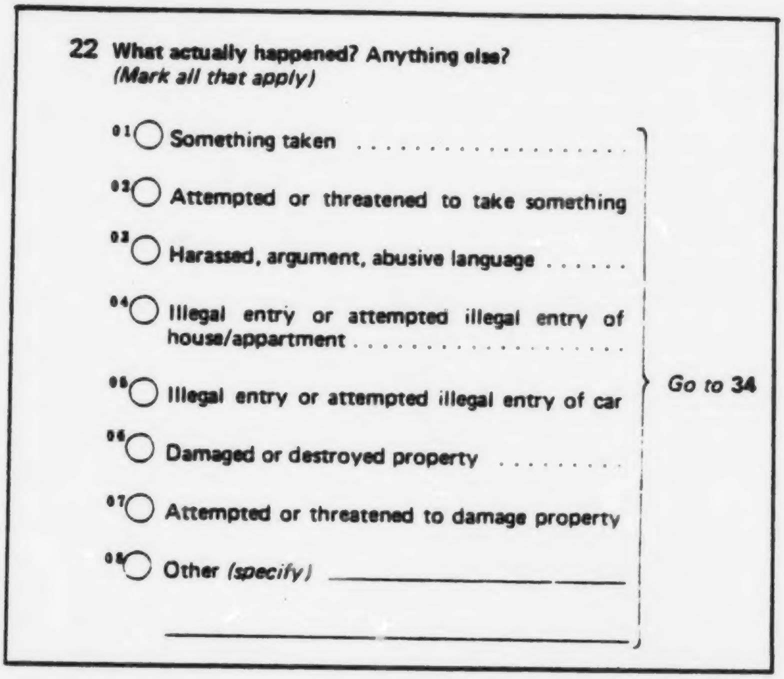
5○ Object thrown at person

6○ Other *(specify)* ____________________

____

____

If there was no physical contact involved, but the respondent felt that physical harm could have occurred, consider the respondent threatened. An example would be if the offender attempted to strike or shoot the respondent but missed. Verbal threats are also to be included in these questions.



22 What actually happened? Anything else?
(Mark all that apply)

01○ Something taken
02○ Attempted or threatened to take something
03○ Harassed, argument, abusive language
04○ Illegal entry or attempted illegal entry of house/appartment
05○ Illegal entry or attempted illegal entry of car
06○ Damaged or destroyed property
07○ Attempted or threatened to damage property
08○ Other *(specify)* ____________________

____

} *Go to* **34**

This question is asked if the respondent was present but not actually attacked or threatened.

Examples would be when a respondent has her purse snatched or when something was taken from a respondent during a party.

23 How were you attacked? Any other way?
(Mark all that apply)

- 01○ Raped
- 02○ Tried to rape
- 03○ Molested
- 04○ Tried to molest
- 05○ Hit with object held in hand
- 06○ Knifed
- 07○ Shot
- 08○ Hit by thrown object
- 09○ Hit, kicked, slapped, knocked down
- 10○ Grabbed, held, tripped, jumped, pushed
- 11○ Other *(specify)* ______________________________

____

Mark Circle 01 and 02 only if the respondent specifically answers that she was raped or someone attempted to rape her.

Use Circle 03 or 04 for all other actual or attempted sexual attacks other than rape. This includes all types of indecent assaults against males and females. These can include serious sexual assaults as well as minor incidents such as being grabbed.

24 What were the injuries you suffered, if any? Anything else?
(Mark all that apply)

01 ○ None → *Go to 34*
02 ○ Knife wounds
03 ○ Gunshot wounds
04 ○ Broken bones or teeth knocked out
05 ○ Internal injuries, knocked unconscious, concussion
06 ○ Bruises, black eye(s), scratches
07 ○ Cuts
08 ○ Other *(specify)* ____________________

____

Mark here any physical (bodily) injuries the victim received as a result of this attack, such as bruises, broken bones, internal injuries, etc. If the victim was upset but not actually injured, mark "None".

25 Did you receive any medical or dental attention after the attack?

01 ○ No → *Go to 34*
02 ○ Yes

Medical attention is care given by a trained professional medical person such as a doctor, nurse, medic, dentist, St. John's First Aid attendant, etc., either on the scene, at an office, in a hospital or clinic, etc. Include medical attention received immediately after the attack as well as any follow-up medical attention received as a result of the injuries.

NOTE

If the respondent volunteers that he took some medication or home treatment after the incident, you must probe to discover if this treatment or medication was prescribed by a professional. If it was, then it is considered to be medical treatment.

26 Did you receive any treatment at a hospital?

01 ○ No → *Go to* **28**

02 ○ Yes

This includes treatment as an out-patient.

27 Did you stay overnight in the hospital or did you receive emergency treatment only?

01 ○ Emergency only

02 ○ Stayed overnight or longer

↓

How many nights? .... ☐☐☐

If the respondent stayed overnight in the hospital more than once, count the total number of nights for each time the respondent stayed in the hospital. For example, if the respondent indicates that he stayed in the hospital "for a week to 10 days" probe to determine the actual number of nights.

28 Did you inquire about your eligibility as the victim of a crime to receive compensation from the Crime Compensation Program?

01 ○ No

02 ○ Yes

↓

To whom did you inquire?

03 ○ Police

04 ○ Lawyer

05 ○ Social service agency

06 ○ Crown prosecutor

07 ○ Legal aid

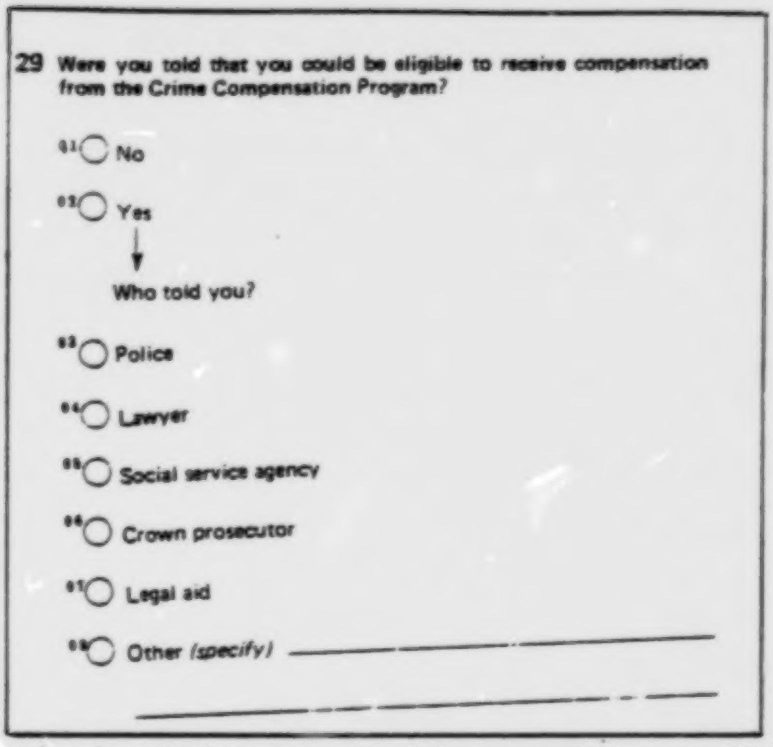
08 ○ Other *(specify)* ______________________________

____

This question determines if there was any action taken by the respondent to find out if he was eligible for compensation (e.g. phoning a lawyer, writing a letter to a social service agency, going to a Crime Compensation Program office).

NOTE

Usually, compensation is only available to victims of crimes who have received serious injury.



29 Were you told that you could be eligible to receive compensation from the Crime Compensation Program?

01 ○ No

02 ○ Yes

↓

Who told you?

03 ○ Police

04 ○ Lawyer

05 ○ Social service agency

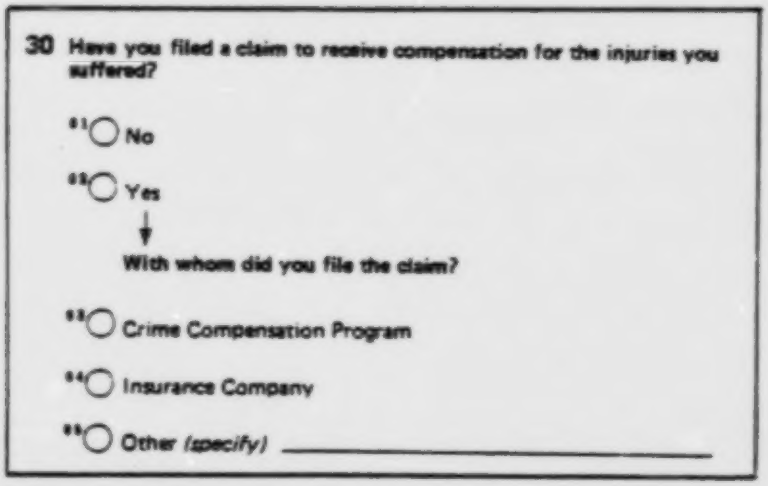
06 ○ Crown prosecutor

07 ○ Legal aid

08 ○ Other *(specify)* ______________________

____

This question is asked to determine if a respondent was told he could be eligible for compensation. It is possible he made no inquiries but was offered this information. This does not necessarily imply that he was in fact eligible or that he used the information.



30 Have you filed a claim to receive compensation for the injuries you suffered?

01 ○ No

02 ○ Yes

↓

With whom did you file the claim?

03 ○ Crime Compensation Program

04 ○ Insurance Company

05 ○ Other *(specify)* ______________________

This question is designed to determine if the respondent has applied for any compensation, for such things as injuries suffered or time lost from work as a result of the incident.

For information concerning the Crime Compensation Program refer back to question 17 in the Screen Questionnaire.

31 What was the amount of your medical expenses paid by you or a member of your household? For example, the cost of eyeglasses, dental bills and medicine. Do not include any cost for which you were reimbursed from insurance or other sources.

$ |_|_|_|_|_| 00

1 ○ No cost

2 ○ Don't know

INTERVIEWER:* *If respondent does not know exact amount encourage him/her to give best estimate.

This question determines the amount of medical expenses which are a direct result of the respondent's injuries from the incident excluding any costs paid by a private insurance company or the provincial insurance plan. This includes any doctor or hospital bills, dentist's bills, ambulance service, physical therapy, etc. not paid for by insurance. Also include expenses for medicine (both prescription and non-prescription) and any kind of medical devices or aids the respondent was forced to obtain as a result of the injury, such as a wheelchair, braces, dentures, eyeglasses, or artificial limbs, but only if these expenses were not paid for by insurance.

NOTE

Ask for an estimate if the respondent does not know the exact amount.

If the respondent is still undergoing treatment for injuries related to the incident, ask for an estimate of the total projected medical expenses (excluding any costs paid by insurance).

32 Did the injuries you suffered result in your not being able to carry out your normal activities?

1○ Permanent impairment

2○ No → Go to 34

3○ Yes → **For how many days?** .... ☐☐☐

This question determines if the respondent was unable to carry out what he feels were his normal activities as a result of any injuries suffered.

Include time lost from work or school, any job related activities that could not be performed (including housework), or any regular leisure activities that the respondent could not take part in.

33 As a result of your not being able to carry out your normal activities, did you suffer any financial loss for which you were not compensated?

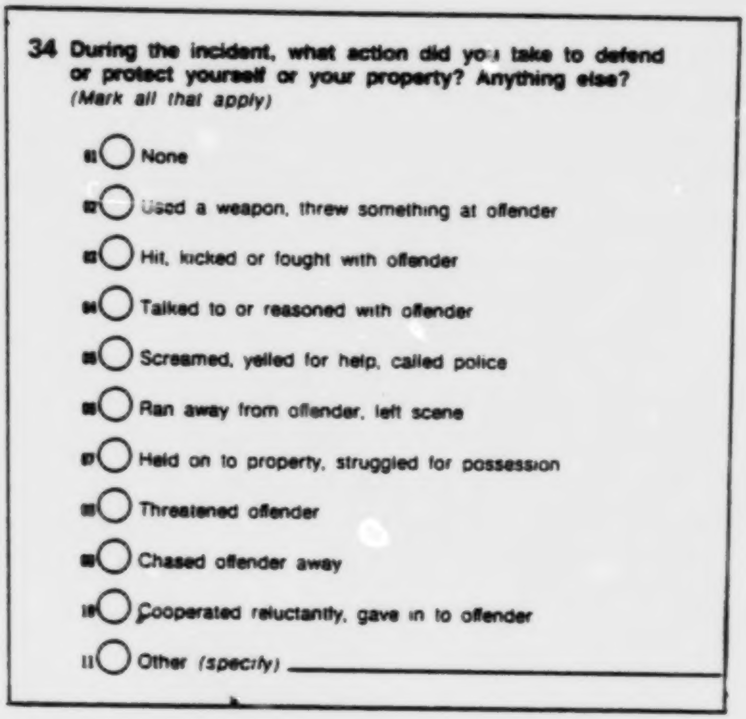
1○ Don't know

2○ No

3○ Yes → **How much? $** ☐☐☐☐☐ 00

This question asks about expenses incurred as a result of being unable to carry out normal activities for which the respondent was not compensated. Examples of such financial losses would be days lost from work without pay, the hiring of a housekeeper to do work which the respondent was unable to do or the hiring of a tutor to help the respondent with material missed during days lost from school.

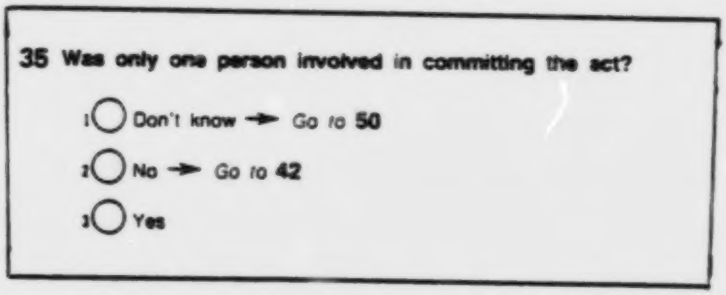
Mark "Don't know" for respondents who have submitted a claim for compensation which is not yet settled.



34 During the incident, what action did you take to defend or protect yourself or your property? Anything else?
(Mark all that apply)

01○ None
02○ Used a weapon, threw something at offender
03○ Hit, kicked or fought with offender
04○ Talked to or reasoned with offender
05○ Screamed, yelled for help, called police
06○ Ran away from offender, left scene
07○ Held on to property, struggled for possession
08○ Threatened offender
09○ Chased offender away
10○ Cooperated reluctantly, gave in to offender
11○ Other *(specify)* ____________________

This question asks about any action taken by the respondent during the incident, which he thought would protect himself or his property.



35 Was only one person involved in committing the act?

1○ Don't know → *Go to* **50**
2○ No → *Go to* **42**
3○ Yes

This item is intended to determine if the respondent knows whether one or more than one individual was responsible in any way for committing the incident.

If the respondent answers that more than one offender was involved, skip questions 37 to 41 as they pertain to incidents involving more than one offender.

If respondents seem unsure or guess about the number of offenders only because of the circumstances mark "Don't know".

An example would be a respondent who does not really know how many offenders were involved but because something large or heavy was stolen he feels that there were more than one.

If the respondent saw the offender(s) and is not sure how many were actually involved, rely on the respondent's opinion. For example, if one youth in a group of three throws a rock through the respondent's window, accept the respondent's opinion of whether or not all three were involved in committing the act.

38 Was the person male or female?

1 ○ Male

2 ○ Female

3 ○ Don't know

37 How old would you say the person was?

01 ○ under 10 years old
02 ○ 10-13
03 ○ 14-17
04 ○ 18-20
05 ○ 21-24
06 ○ 25-29
07 ○ 30-39
08 ○ 40-49
09 ○ 50 and over
10 ○ Don't know

NOTE

Encourage the respondent to give you an estimate of the offender's age.

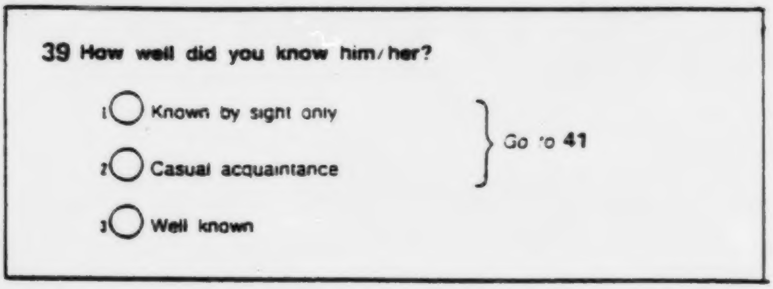
Mark "Don't know" only if the respondent is unable to even estimate the age of the offender.

38 Did you know this person?

1 ○ Don't know } *Go to* **41**
2 ○ No *(i.e. stranger)* } *Go to* **41**
3 ○ Yes

Mark "No" only if the person was someone the respondent has never seen before.

"Don't know" should be marked if the respondent doesn't even know if the person was a stranger or not.



39 How well did you know him/her?

1○ Known by sight only } Go to 41
2○ Casual acquaintance } Go to 41
3○ Well known

If the respondent answers the question by saying simply "I knew him" or something similar, be sure to probe to find out how well he knew the offender.

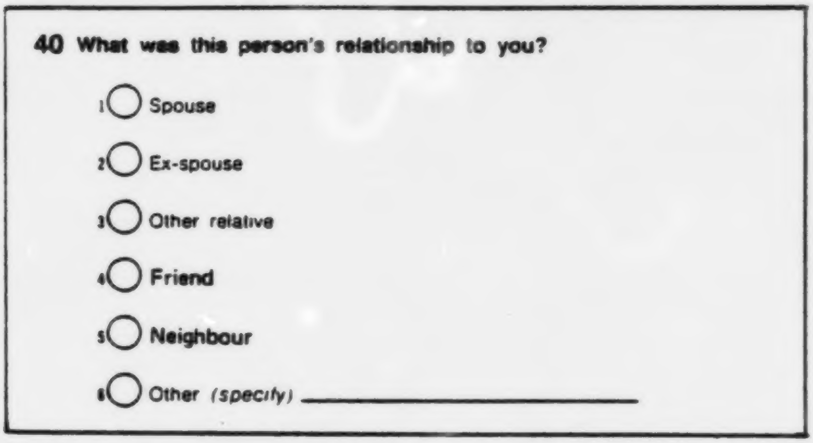
"Known by sight only" should be marked if the respondent says he had seen the person before but had never said more than "hello" to him.

A "casual acquaintance" is someone the respondent knows well enough to say more than "hello" to, without necessarily knowing his name.

All relatives are to be considered "Well known". Otherwise, ask the respondent if an offender should be considered a "Casual acquaintance" or "Well known".

NOTE

You will probe in question 40 to find out the actual relationship of "Well known" offenders.



40 What was this person's relationship to you?

1○ Spouse

2○ Ex-spouse

3○ Other relative

4○ Friend

5○ Neighbour

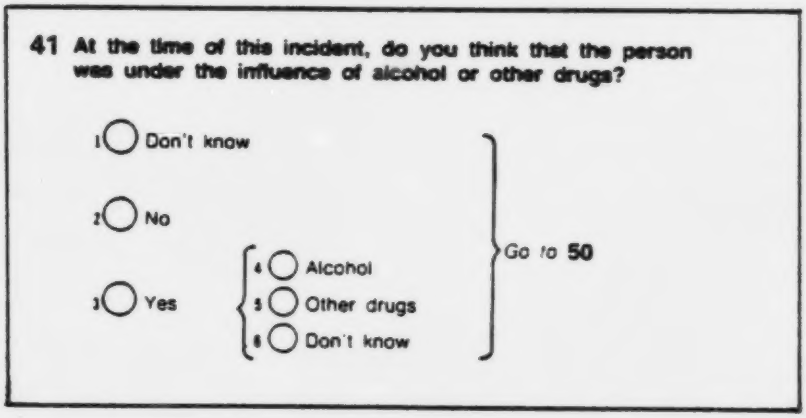
6○ Other *(specify)* ____________________

Partners in a common law relationship are to be considered as married.

"Other relative" includes relatives by blood, marriage, adoption, etc.

"Friend" includes friends of other household members as well as those of the respondent.

Ex in-laws are not to be included in category 3. Those relationships should be entered in the "Other (specify)" category.



41 At the time of this incident, do you think that the person was under the influence of alcohol or other drugs?

1○ Don't know

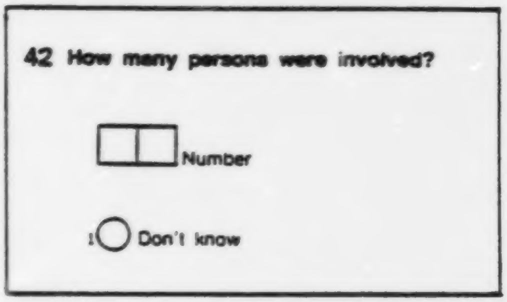
2○ No

3○ Yes
- 4○ Alcohol
- 5○ Other drugs
- 6○ Don't know

Go to **50**

Let the respondent decide if the offender was under the influence of alcohol or other drugs.

If "Yes", probe to find out if the respondent thinks it was alcohol or other drugs. It is acceptable to mark both categories, if the respondent thinks that the offender was under the influence of both alcohol and drugs.

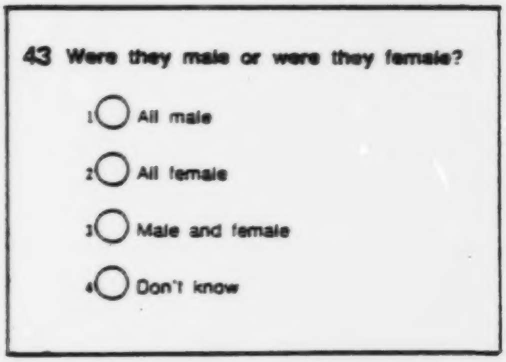


42 How many persons were involved?

☐☐ Number

1○ Don't know

The entry in the box must be greater than 01 because respondents answer this question only if they have reported that more than one person was involved in committing the act (in question 35).



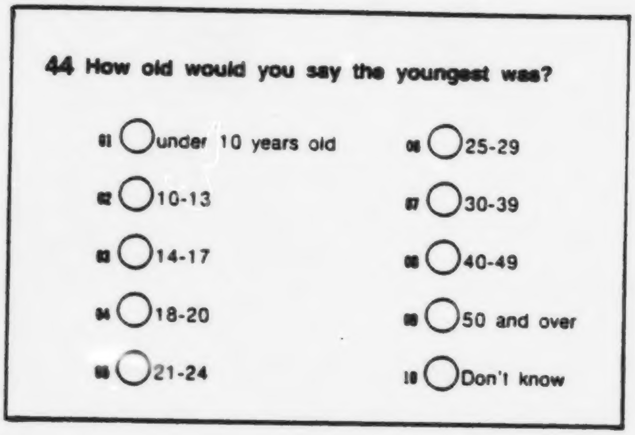
43 Were they male or were they female?

1○ All male

2○ All female

3○ Male and female

4○ Don't know

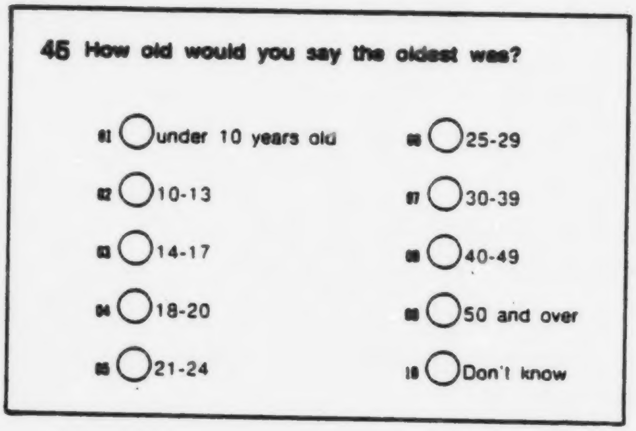


44 How old would you say the youngest was?

- 01 ○ under 10 years old
- 02 ○ 10-13
- 03 ○ 14-17
- 04 ○ 18-20
- 05 ○ 21-24
- 06 ○ 25-29
- 07 ○ 30-39
- 08 ○ 40-49
- 09 ○ 50 and over
- 10 ○ Don't know

NOTE

Follow the instructions for question 37.

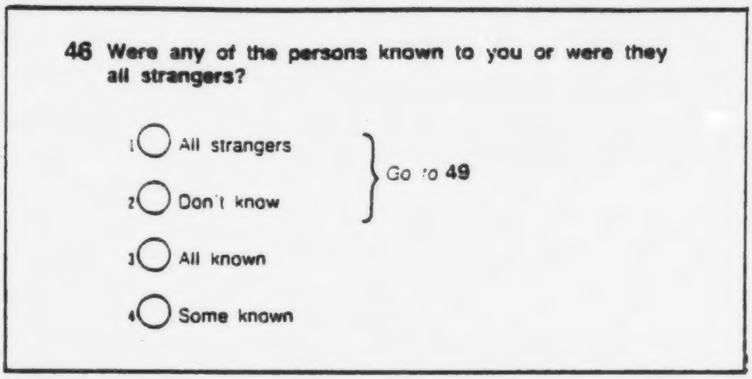


45 How old would you say the oldest was?

- 01 ○ under 10 years old
- 02 ○ 10-13
- 03 ○ 14-17
- 04 ○ 18-20
- 05 ○ 21-24
- 06 ○ 25-29
- 07 ○ 30-39
- 08 ○ 40-49
- 09 ○ 50 and over
- 10 ○ Don't know

NOTE

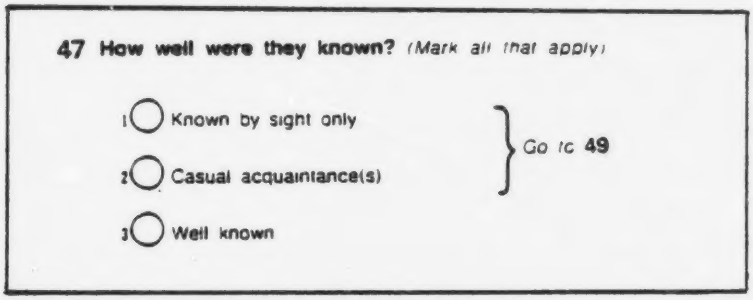
Follow the instructions for question 37.



46 Were any of the persons known to you or were they all strangers?

1 ○ All strangers } Go to **49**
2 ○ Don't know } Go to **49**
3 ○ All known
4 ○ Some known

The persons may be known to the respondent even if the respondent didn't know any of them closely or had never talked to any of them.



47 How well were they known? *(Mark all that apply)*

1 ○ Known by sight only } Go to **49**
2 ○ Casual acquaintance(s) } Go to **49**
3 ○ Well known

NOTE

See the instructions and definitions for question 39.

If "Well Known" is marked in combination with any of the other categories, continue with question 48.

48 What was their relationship to you? *(Mark all that apply)*

- 1○ Spouse
- 2○ Ex-spouse
- 3○ Other relative
- 4○ Friend
- 5○ Neighbour
- 6○ Other *(specify)* ______________________

NOTE

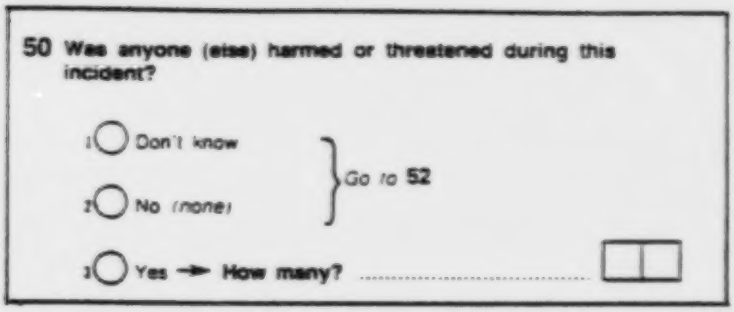
See the instructions and definitions in question 40.

49 At the time of this incident, do you think that any of these persons were under the influence of alcohol or other drugs?

- 1○ Don't know
- 2○ No
- 3○ Yes
  - 4○ Alcohol
  - 5○ Other drugs
  - 6○ Don't know

NOTE

Follow the instructions outlined in Item 41.



50 Was anyone (else) harmed or threatened during this incident?

1 ○ Don't know } *Go to* **52**
2 ○ No *(none)*
3 ○ Yes → **How many?** .... ☐☐

This question is intended to discover if there were other victims of the incident.

Do not include persons under 16 years of age in this total.

If a household was broken into while the family slept, the answer to this question would be "None" since none of the household members were harmed or threatened. If however, the burglar awoke the respondent and his wife and threatened them and demanded money, the "Yes" circle should be marked and 01 should be entered in the box.

If the respondent answers this question with "several", "many", "Don't know" or something similar, you must probe to get an estimate.

We must have a two digit number entered in this Item if other persons were robbed, harmed or threatened. It is important to have an entry for this item even if it is only the respondent's estimate. Do not include the respondent when filling in this question.

51 Were any of these persons who were harmed or threatened members of this household?

1○ No

2○ Yes → **How many?** .... ☐☐

Include only persons who are currently household members and who are 16 years of age or older.

Do not include persons who were household members at the time of the incident but who have since moved out.

52 Was anything stolen that belonged to you or this household during this incident? Do not include property stolen from a business.

1○ Don't know

2○ No

3○ Yes → Go to **57**

Do not include anything stolen from a business operated from the respondent's home, such as merchandise or cash or anything stolen from any other business.

Do not include thefts of property from the respondent's home if the property belongs to a member of any other household.

Include household items that are considered as belonging to all members of the household. An example of these types of items would be household furnishings, televisions or stereo sets, etc.

Include personal items belonging to the respondent.

NOTE

Include all items belonging to household members that were taken during a break and enter.

53 Did this person attempt to take anything that belonged to you or this household? Do not include attempted thefts from a business.

1○ Don't know } Go to **67**
2○ No }
3○ Yes

If there is any doubt, let the respondent decide if the circumstances indicated an attempt was made to take anything.

Do not include attempted thefts from a business.

Include attempts to take things belonging to the respondent or to his household.

54 What did they try to take? Anything else?
(Mark all that apply)

○ Purse, wallet, money
○ Personal property *(clothing, jewellery, papers, etc.)*
○ Car
○ Truck or van
○ Motorcycle or moped
○ Other motor vehicle *(snowmobile, etc.)*
○ Part of a motor vehicle *(hubcap, radio, tapedeck, etc.)*
○ Household property *(bicycle, furniture, etc.)*
○ Other *(specify)* ______________________
____
○ Don't know

In this item we are trying to determine the type of theft or attempted theft of which the respondent was a victim.

To be able to classify the type of theft, it is important to distinguish whether the items stolen were household or personal property.

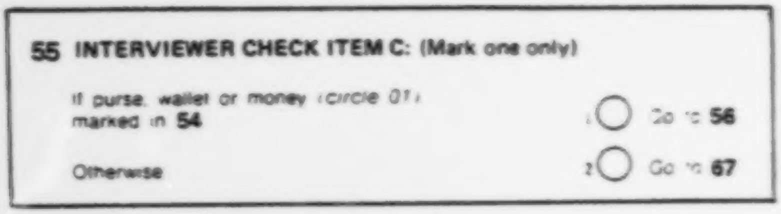
Personal thefts would include the items mentioned in categories 01 and 02, as well as sunglasses, credit cards, sports equipment etc. Personal thefts are thefts of the respondent's personal belongings.

Household goods are defined as items that are usually used by more than one member of the family. Household thefts include motor vehicle thefts as well as thefts of stereos, toasters, cameras, etc. (categories 03 to 08).

In one-person households the respondent may feel the loss of a stereo to be a "personal" loss. The list of household and personal items on page 152 must be adhered to.

NOTE

Any entries in the "Other (specify)" category should be checked thoroughly because we have to classify the type of theft. Try to put all answers in their appropriate categories.



55 INTERVIEWER CHECK ITEM C: (Mark one only)

If purse, wallet or money (*circle 01*) marked in **54**	1○ Go to **56**
Otherwise	2○ Go to **67**

If category 01 and another category have been marked in question 54, mark Circle 01 and continue with question 56.

56 Was the (purse/wallet/money) on your person, for instance in a pocket or being held?

1○ No

2○ Yes

} *Go to* **57**

This information is required because an incident will be classified as a different type of crime if, for example, a purse was snatched directly from the grasp of a person rather than if it was taken from a desk or a bus seat.

The answer to this question may be obvious but be sure to verify what the respondent has already volunteered in previous questions.

57 Was any cash taken?

1○ Don't know

2○ No

3○ Yes → **How much? $** |_|_|_|_|_|.00|

58 What property was taken, if any? Anything else?
(Mark all that apply)

01 ○ None → *Go to* **60**

02 ○ Purse, wallet
03 ○ Clothing
04 ○ Jewellery
05 ○ Credit cards, cheques, personal papers
06 ○ Other personal property *(specify)*
____
____

} *Personal Property*

07 ○ Car
08 ○ Truck or van
09 ○ Motorcycle or moped
10 ○ Other motor vehicle *(snowmobile, etc.)*
11 ○ Boat
12 ○ Bicycle
13 ○ Part of a motor vehicle *(hubcap, radio, tapedeck, etc.)*

} *Vehicle*

14 ○ Liquor, food
15 ○ Stereo equipment, T.V., records, tape recorder, tapes, radio
16 ○ Household articles *(furniture, appliances, tools, camera, carpet, etc.)*
17 ○ Camping equipment, lawn furniture or equipment *(lawn chairs, garden hose, etc.)*
18 ○ Other household property *(specify)*
____
____

} *Household Property*

Below is a list of items that may have been stolen, in the appropriate categories of "personal" and "household". Use this list before entering information in the "Other (specify)" categories.

"Other" Personal Property

bank book
briefcase
bus tickets
cigarettes, lighter
identification papers
keys
gloves
prescription drugs/medication
sports equipment (rifles, guns, hockey equipment, fishing gear, golf clubs, tennis equipment)
sunglasses/eyeglasses
umbrellas

"Other" Household Property

antiques
barbeque equipment
binoculars
books
calculators
cameras
coin collections
decorations (lawn, Christmas)
hair dryers
lottery tickets
luggage
musical instruments
non-prescription drugs
oars
parts of bicycles
radios, CB sets from the house
rugs/carpets
sewing machines
shovels
skidoo or motorcycle helmets
silverware
toys
typewriters

Spare tires, licence plates, gas, jacks, CB radios from cars and other items are included with vehicles. Vehicles are to be included with household property.

Mark all the items that the respondent mentions. Specify, in the space provided, all items that do not fit into the categories provided, in either "Personal/Other" or "Household/Other".

See question 54 for the definition of household and personal items.

59 **What was the total value of the property taken, not counting any cash?**

$ ☐☐☐☐☐ .00

1 ○ Don't know

INTERVIEWER: Exclude stolen cash and enter $ 0 for stolen cheques and credit cards even if they were used.

If the respondent asks how he is to arrive at the "Value of property", tell him to use whatever method best represents what he considers to be his loss. He may choose to use replacement value, market value or original value.

60 **INTERVIEWER CHECK ITEM D:** (Mark one only)

If purse, wallet (circle 02 in **58**) or cash (circle 3 in **57**)	1 ○	Go to **61**
Otherwise	2 ○	Go to **62**

NOTE

See question 55 for instructions.

61 Was the (purse/wallet/money) on your person, for instance in a pocket or being held?

1 ○ No

2 ○ Yes

The answer may be obvious from what the respondent has already said but be sure to verify this information. This question is important in classifying the type of incident and determining if it was a theft or a purse snatching or pocket picking.

62 Was any of the stolen money and/or property recovered, not counting anything received from insurance?

1 ○ Don't know
2 ○ No
3 ○ Yes → 4 ○ All
3 ○ Yes → 5 ○ Part

} Go to **64** (1 ○ Don't know, 2 ○ No, 4 ○ All)

This refers only to the original property taken and not to any property that may have been replaced by an insurance company.

NOTE

If the respondent states that an item was recovered but was damaged, mark Circle 5, "Part" and proceed to the next question. An example would be if the respondent's car was stolen and was returned to him damaged.

63 What was the total value of the property and/or cash recovered, not counting anything received from insurance?

1 ○ Don't know

Amount of cash $ |__|__|__|__|__|00|

Value of property $ |__|__|__|__|__|00|

If the respondent has stated that his property was damaged when recovered, ask in this question for his estimate of what the property was worth when he recovered it. Again, as in question 59, the method for estimating the value should be left up to the respondent.

NOTE

It is possible that property has been recovered but the value of the property recovered is nil. For example, a stolen automobile may be recovered but it is a total "write-off". In this case enter 00000.

64 Was there any insurance against theft?

1 ○ Don't know .... } Go to 67
2 ○ No .... } Go to 67
3 ○ Yes

This question asks if, at the time, any household member carried insurance that would cover the theft. It is irrelevant whether or not the insurance was used.

If the respondent was unable to use the insurance because the value of the property stolen was less than the amount deductible, the respondent is considered to have not had insurance that would cover the theft.

65 Was any of this loss recovered through insurance?

- 1○ Yes
- 2○ Not yet settled ⎫
- 3○ No ⎬ *Go to* **67**
- 4○ Don't know ⎭

"Loss" can include damage to the recovered goods as well as the theft of goods.

66 How much was recovered from insurance?

$ ☐☐☐☐☐.00

1○ Don't know

***INTERVIEWER:** If the property was replaced by an insurance company instead of a cash settlement, ask for an estimate of the value of the property replaced.*

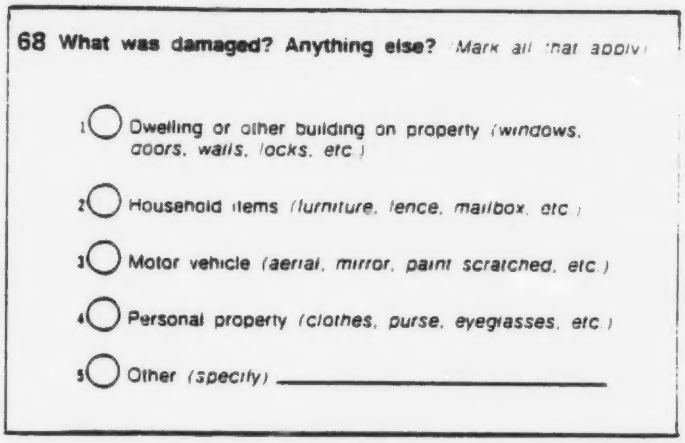
67 Was anything that belonged to you or a member of this household damaged but not taken in this incident? For example, was a lock or window broken, clothing damaged or damage done to a car? *(Do not include items if they were stolen and later recovered damaged.)*

1○ Don't know .... } *Go to* **75**
2○ No .... } *Go to* **75**
3○ Yes

Property that was stolen but is recovered damaged are excluded from this item as questions 62 through 66 have already obtained the necessary information concerning the respondent's loss as a result of the incident.

Include damage which resulted from vandalism.

Do not include damage to a business or property not belonging to the respondent or the household. For example, if the respondent's clothing was torn and the window in a store broken when the respondent was beaten up, you would include only the torn clothing in this and following items.



68 What was damaged? Anything else? *(Mark all that apply)*

1 ○ Dwelling or other building on property *(windows, doors, walls, locks, etc.)*

2 ○ Household items *(furniture, fence, mailbox, etc.)*

3 ○ Motor vehicle *(aerial, mirror, paint scratched, etc.)*

4 ○ Personal property *(clothes, purse, eyeglasses, etc.)*

5 ○ Other *(specify)* ______________________

1. Dwelling or other building on property

Include the respondent's home, garage or any other building, such as a tool shed or greenhouse.

2. Household Items

Include all property that is considered to belong to the household as a whole rather than to any individual member, such as T.V.'s, stereos, lawn furniture, household applicances, gardens, etc.

3. Motor vehicle

Refer to the definition in item 25 of the Screen Questionnaire.

4. Personal property

Include any property considered to belong to any individual household member, such as clothing, jewellery, eyeglasses, etc.

NOTE

For more information on "Household Property" and "Personal Property" see the instructions for questions 54 and 58.

69 What was the total value of the damage done?

$ |_|_|_|_|_|.00

1 ○ Don't know

Probe for an estimate of the damage. We want the respondent to estimate the value of the damage done, regardless of whether the item was repaired or replaced, or if insurance covered the damage.

An acceptable entry for this item is 00000 for no value, for example when an aerial was bent but the respondent straightened it.

70 Has/have the damaged item(s) been repaired or replaced or will it/they be repaired or replaced?

1 ○ Don't know
2 ○ No
} *Go to* **75**
3 ○ Yes

This includes repair or replacement by anyone, including a household member, regardless of whether there was any cost involved.

71 How much was or will be paid by you or any household member for repairs or replacement?

$ |_|_|_|_|_|.00

1 ○ No cost

2 ○ Don't know

The respondent may have repaired the item(s) himself with materials he already had. If this is the case, or if the respondent says there was "no cost", mark Circle 1.

72 Did or will anyone else pay anything towards the repair or replacement?

1 ○ Don't know } Go to **75**
2 ○ No } Go to **75**
3 ○ Yes

↓

Who paid?

4 ○ Landlord
5 ○ Insurance
6 ○ Other *(specify)* ____________________
7 ○ Don't know

The phrase "Did or will anyone else pay" is included because the cost may have been incurred but not yet paid.

The cost may have been paid by one person or more than one person or organization. Mark as many as apply.

73 What amount was or will be received from these other sources?

$ |_|_|_|_|_|00|

1 ○ Don't know

This is the total amount received by the respondent from all sources mentioned in question 72.

Encourage the respondent to give an estimate.

74 Did or will any organization or agency assist in repairing or replacing the damaged property?

1○ No

2○ Yes

This question asks if a recognized organization or agency, such as a church group, a welfare or municipal service, etc. carried out or assisted in carrying out repairs or replacement, either directly or indirectly. It does not apply to financial or other assistance received from an insurance company, landlord, etc. This information was obtained in questions 72 and 73.

For example, a local agency might repair a broken fence for an elderly victim of a vandalism who is unable to do the repair himself.

75 Did the police find out about this incident in any way? For example, were they at the scene of the incident or did anyone call them?

1○ Don't know → *Go to* **92**

2○ No

3○ Yes

↓

How did they learn about it?

4○ Respondent

5○ Other household member

6○ Someone else

7○ Police on the scene

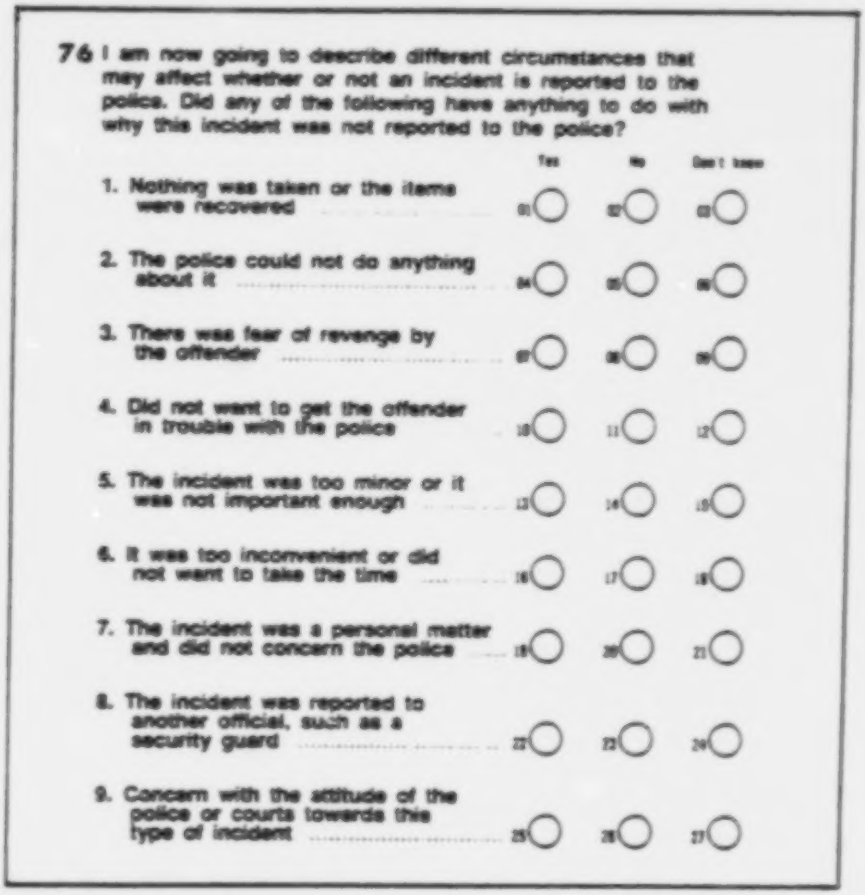
8○ Don't know

} Go to **80**

"The police" include all regular police at the city, provincial and federal levels. Excluded are security forces, building guards, fire marshals and all others without the authority to make a police arrest.

If the respondent is a policeman and answers "Yes", probe to find out if he or others filed an official report. Do not assume that just because he is a policeman the crimes were reported. When we say "Did the police find out about this incident in any way?" we are referring to police in their official capacity.

Category 7, "Police on the scene", refers to those times when police happened upon the incident without having anybody call them.



76 I am now going to describe different circumstances that may affect whether or not an incident is reported to the police. Did any of the following have anything to do with why this incident was not reported to the police?

	Yes	No	Don't know
1. Nothing was taken or the items were recovered	01 ○	02 ○	03 ○
2. The police could not do anything about it	04 ○	05 ○	06 ○
3. There was fear of revenge by the offender	07 ○	08 ○	09 ○
4. Did not want to get the offender in trouble with the police	10 ○	11 ○	12 ○
5. The incident was too minor or it was not important enough	13 ○	14 ○	15 ○
6. It was too inconvenient or did not want to take the time	16 ○	17 ○	18 ○
7. The incident was a personal matter and did not concern the police	19 ○	20 ○	21 ○
8. The incident was reported to another official, such as a security guard	22 ○	23 ○	24 ○
9. Concern with the attitude of the police or courts towards this type of incident	25 ○	26 ○	27 ○

Although some categories may not be relevant to the incident which occurred to the respondent, all categories must be asked. There must be a "No" entry for any categories that are not relevant.

77 **Were there any other reasons this incident was not reported to the police?**

1 ○ No → Go to **92**

2 ○ Yes ↓

What were they?

_______________________________ } Go to **92**

____

This is a catch-all question. If any responses given here by the respondent fit into a category in question 76, enter them in Item 76 and make any necessary adjustments to 77.

78 **Did you get assistance or advice from any of the following after the incident?**

	Yes	No
A social service agency	○	○
A lawyer	○	○
An insurance agent	○	○
Friends or neighbors	○	○
Other members of your household	○	○

"Social service agency" would include Family & Children's Services, welfare, legal aid, rape crisis centre, etc.

79 Did you get assistance or advice from anyone I haven't mentioned?

01 ○ No

02 ○ Yes → Who? ________________ ________________

} *Go to 92*

Assistance or advice may have come from other sources than those mentioned in question 78, e.g. a priest, relative, employer, etc.

NOTE

The next few questions deal with the respondent's opinions concerning his experience with the police and/or courts in relation to this particular incident.

80 What was the extent of the contact you had with the police? *(Mark all that apply)*

01 ○ None

02 ○ Telephone

03 ○ Personal contact on one occasion

04 ○ Personal contact on more than one occasion

This question is designed to determine the amount of contact the respondent had with members of the police force in connection with this particular incident.

"Personal contact" includes only face-to-face contact with a police officer.

81 Given the circumstances of the incident, did the police come as quickly as you thought the should have? That is, do you think they did a good job, an average job or a poor job of responding promptly?

01 ○ Good

02 ○ Average

03 ○ Poor

04 ○ Don't know

05 ○ Does not apply

The phrase "given the circumstances of the incident" is used so that the respondent will take into account the particular circumstances of the incident when judging police promptness. For example, it may be that the police would not be expected to arrive promptly to investigate a minor vandalism but would be expected to arrive promptly for such crimes as rape and robbery.

This question refers to the police promptness in responding to the initial call concerning the incident. It should be noted that if the respondent phoned to report an incident but did not expect them to respond at all, Circle 5 "Does not apply" should be marked.

82 In general, for this incident, were the police very courteous somewhat courteous or not at all courteous?

01 ○ Very courteous

02 ○ Somewhat courteous

03 ○ Not at all courteous

04 ○ Don't know

This question refers to the respondent's overall judgement of the politeness and courtesy of the police in all dealings that the respondent had concerning this particular incident. For instance, during the investigation of one incident, several police officers may have been involved at different points in time. This question asks the respondent's opinion of the overall courtesy of all the police officers involved.

83 **Do you think the police have done a good job, an average job or a poor job of keeping you or your household informed of the progress or outcome of the investigation?**

81○ Good

82○ Average

83○ Poor

84○ Don't know

This question is asked to determine the respondent's opinion of the job the police have done in keeping him or any member of his household informed of the progress or outcome of the investigation.

84 **Overall, do you think the police have done a good job, an average job or a poor job of handling this incident?**

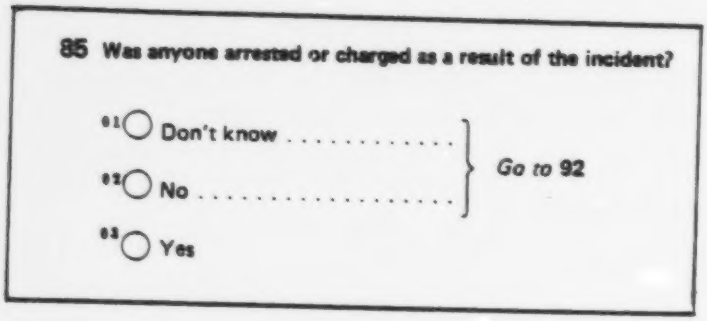
81○ Good

82○ Average

83○ Poor

84○ Don't know

This question is asked to determine the respondent's rating of the police handling of the incident taking into account all circumstances of the incident.

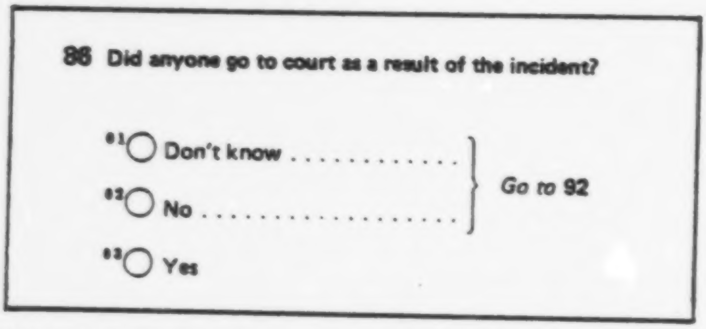


85 Was anyone arrested or charged as a result of the incident?

^{01}○ Don't know . . . . } Go to 92
^{02}○ No . . . . } Go to 92
^{03}○ Yes

This question is intended to determine if the respondent learned at any time whether an offender was arrested or charged as a result of this incident.

The respondent may have learned about it from the police or from another source either at the time of the incident or at some later date.



86 Did anyone go to court as a result of the incident?

^{01}○ Don't know . . . . } Go to 92
^{02}○ No . . . . } Go to 92
^{03}○ Yes

"Court" includes any court such as criminal courts, family courts or juvenile courts. This question is asked to discover if the respondent learned whether or not the person who was charged went to court as a result of this particular incident. This includes any appearance in court, for example, preliminary hearings, appearances which resulted in remanded sentences, etc.

87 Have you had to appear at a court hearing or trial in relation to this case?

01○ No → *Go to 92*

02○ Yes

This question is asked to determine if the respondent himself has had to appear at a court hearing regarding the incident.

88 Did you have any problems with the scheduling of your court appearance?

01○ No

02○ Yes

↓

What were they?

03○ Cancellations/re-scheduling

04○ Not notified about appearance date

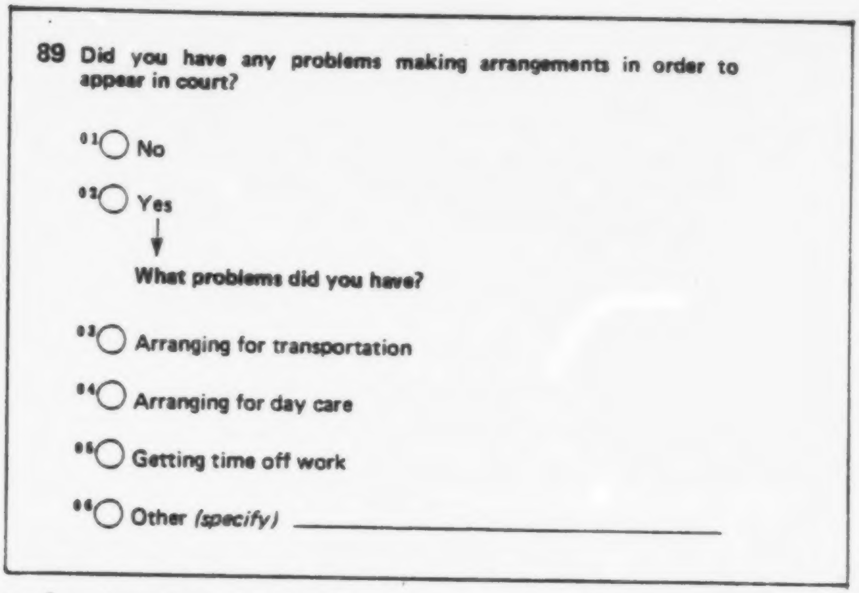
05○ Time of day of appearance not convenient

06○ Other (specify) ______________________

"Cancellations/re-scheduling" refers to the situation where the respondent's scheduled court appearance is changed one or more times on short notice.

"Not notified about appearance date" refers to the situation where the repondent is given insufficient advance notice about his scheduled or re-scheduled court appearance.

"Time or day of appearance not convenient" refers to the situation where the respondent's scheduled or re-scheduled court appearance interferes with his work schedules and/or family responsibilities.



89 Did you have any problems making arrangements in order to appear in court?

01 ○ No

02 ○ Yes

What problems did you have?

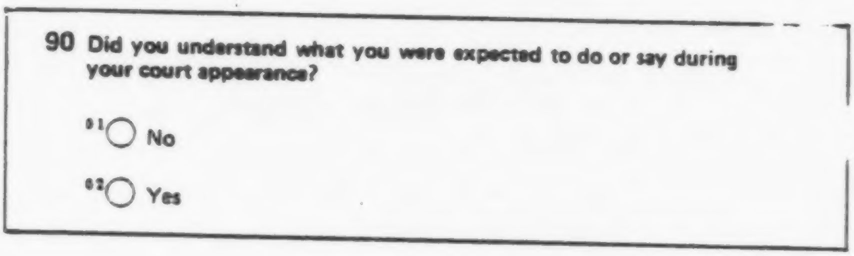
03 ○ Arranging for transportation

04 ○ Arranging for day care

05 ○ Getting time off work

06 ○ Other *(specify)* ______________________

"Arranging for transportation" includes problems encountered in getting back home from court as well as problems encountered in order to get to court.



90 Did you understand what you were expected to do or say during your court appearance?

01 ○ No

02 ○ Yes

This question is asked to determine whether or not the respondent understood why he had to appear in court and whether not he understood his role in the overall court proceedings.

91 Did you have any problems understanding the court proceedings?

01 ○ No

02 ○ Yes

This question is asked to determine whether or not the respondent had any problems understanding the language or terminology of the court or the court process.

92 Did you or anyone in your household receive any information on the legal rights or the legal services available to victims?

01 ○ No

02 ○ Yes → *go to 94*

This question asks only whether the respondent (or some other household member) received information about legal rights or services and not whether these rights or services were actually used.

The respondent could have received the information either from formal sources such as the police, a lawyer, a social service agency or from informal sources such as family, friends or neighbours.

93 Did you require any legal information or assistance?

01 ○ No

02 ○ Yes

For respondents who did not receive any information on legal rights or services, this question asks whether or not they now think that such information would have been helpful.

94 Did you think that emotional or psychological counselling should be available for victims of this type of crime?

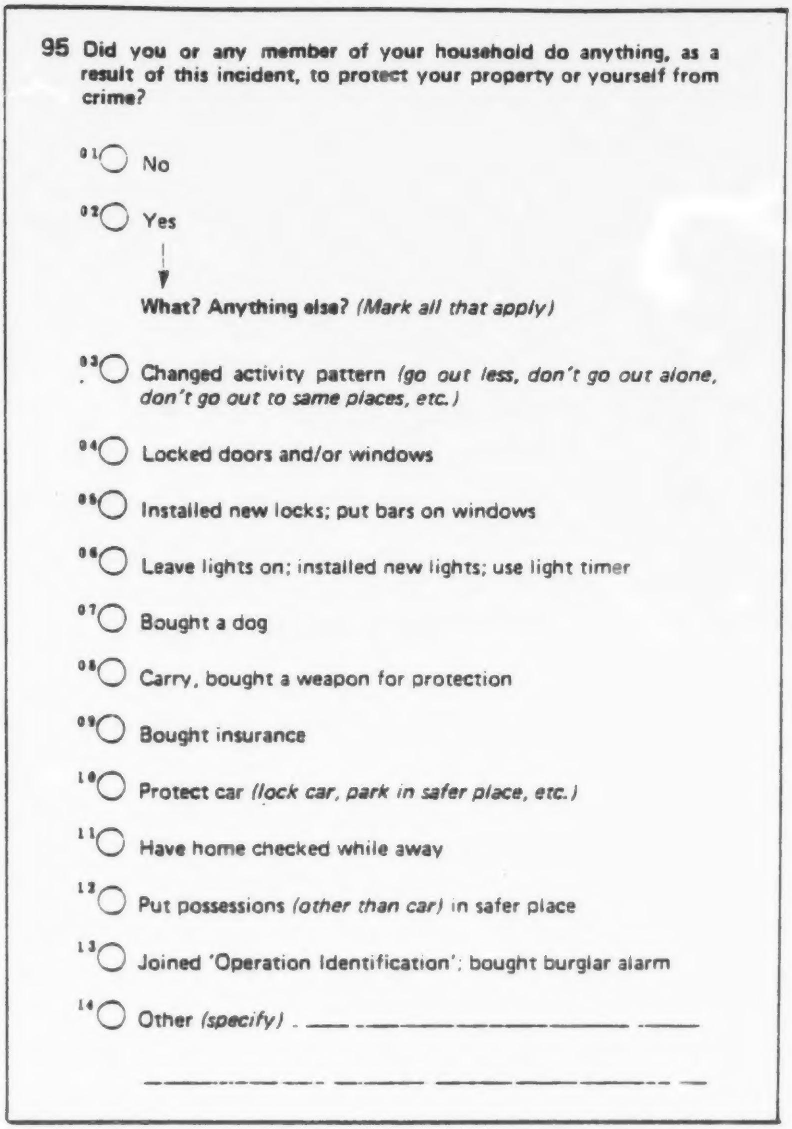
01 ○ No

02 ○ Yes

03 ○ Don't know

This question asks only about counselling obtained from a recognized organization or agency which provides a counselling service. It does not include counselling that may have been obtained informally from other household members, other relatives, friends or neighbours.

This question does not ask whether the respondent thinks *he personally* should have had counselling available as a result of this particular incident but rather, whether counselling should be *generally* available to victims of this type of crime.



95 Did you or any member of your household do anything, as a result of this incident, to protect your property or yourself from crime?

01 ○ No

02 ○ Yes

What? Anything else? *(Mark all that apply)*

03 ○ Changed activity pattern *(go out less, don't go out alone, don't go out to same places, etc.)*

04 ○ Locked doors and/or windows

05 ○ Installed new locks; put bars on windows

06 ○ Leave lights on; installed new lights; use light timer

07 ○ Bought a dog

08 ○ Carry, bought a weapon for protection

09 ○ Bought insurance

10 ○ Protect car *(lock car, park in safer place, etc.)*

11 ○ Have home checked while away

12 ○ Put possessions *(other than car)* in safer place

13 ○ Joined 'Operation Identification'; bought burglar alarm

14 ○ Other *(specify)* ______________________

____

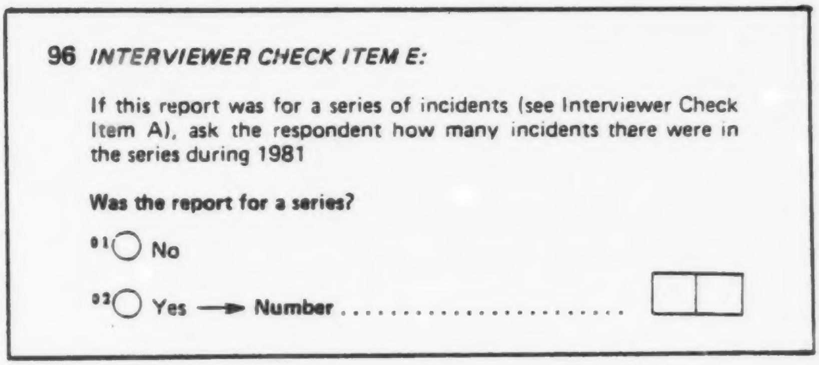
This question is asked to find out if the respondent or any other member of the household took any precautionary measures as a direct result of the incident.

See the instructions for question 21 of the Screen Questionnaire for definitions of "Protect car" and "Put Possessions in Safer Place".

13. Joined "Operation Identification"; bought burglar alarm

Operation Identification is defined in question 14 of the Screen Questionnaire. This category also includes any other organized operation such as police sponsored programmes for protection of skis and bicycles.

The examples of precautionary measures respondents might take as a result of a crime are not exhaustive. The "Other (specify)" category is only to be used when the action cannot fit into any of the broad categories mentioned in Circles 03 through 13.



96 ***INTERVIEWER CHECK ITEM E:***

If this report was for a series of incidents (see Interviewer Check Item A), ask the respondent how many incidents there were in the series during 1981

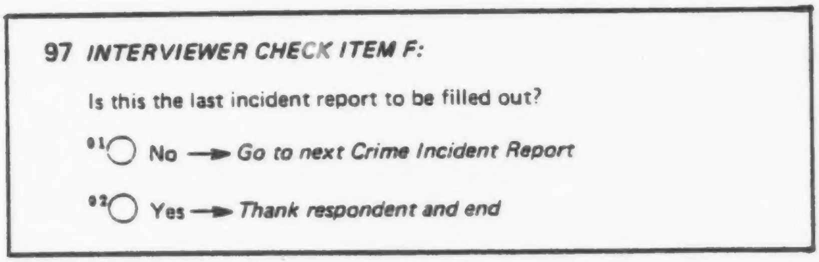
Was the report for a series?

01 ○ No

02 ○ Yes → **Number** .... ☐☐

If you are filling out this Crime Incident Report for a series of incidents, ask the respondent how many incidents occurred between January 1st and December 31st, 1981.

If the respondent answers "Don't Know", ask him to give an estimate since there must be an entry for this item.



97 ***INTERVIEWER CHECK ITEM F:***

Is this the last incident report to be filled out?

01 ○ No → *Go to next Crime Incident Report*

02 ○ Yes → *Thank respondent and end*

Review the screen questions (item 41 to 62) to determine whether there are more incidents for which you must fill out Incident Reports.

INTERVIEWER

Briefly summarize this incident or series of incidents

This is an interviewer's instruction. Write a brief summary of the incident giving a clear, overall picture of what happened. Be as specific as you can in the space provided. Try to include in your summary, elements of the incident which may not have been brought out by the preceding questions and state specifically where the incident took place. If the space is insufficient, use the margins or the "Comments" space. Be sure to cross-reference such notes.

If the incident you are describing involved a commercial establishment crime (for example, the respondent's wallet was taken during a store robbery), include in the summary the business aspects of the crime, i.e., what kind of property was taken, damages done to the store, etc. If the crime occurred at a business owned by the respondent, describe exactly the type of value of any property belonging to the business, as well as the type and value of personal property taken or damaged in the incident.

This is the only place on the Crime Incident Report where you are to report details of a commercial crime, that is, when the crime takes place at a business.

When anyone else was involved in the same incident, briefly describe his involvement, indicating how he was harmed or threatened, for example, "also threatened by gunman in this incident", "husband attacked after respondent was threatened", etc.

When referring to persons who are not household members, always give a specific description - never refer to such persons as "he", "she", or "they".

If you are reporting a series of incidents, give a general description of the series and the details of the most recent incident. For example, "Various tools and lawn furniture taken from back yard shed during April and May. Lawn chairs taken in the most recent incident".

Below are some examples of summaries.

1. Home entered while household away on vacation. Nothing taken. Various cabinets and drawers left open, respondent did not know what offender was trying to find.

2. Hold-up at respondent's tobacco store. $100 taken from cash register and store window broken. $22 in cash and ring taken from respondent. Two customers also threatened and robbed.

3. Respondent threatened in bar by man who was drunk. They argued, man took swing at respondent and broke his nose. Respondent's brother tried to stop fight and offender began swinging at the brother.

4. Series of thefts of car parts in July, August and September. Tape deck taken during most recent incident while car parked on downtown street. Also $20 in damages from broken window and broken glove compartment.

EDIT PROCEDURE

The information you will collect is to be statistically analyzed. You are interviewing a selected number of respondents who will, in turn, represent a larger population.

All questionnaires therefore, must contain accurate information. To ensure this, you are to carefully edit each item on the questionnaires. All entries must be complete, correct, legible and understandable.

Edit all items. Pay particular attention to the following:

General

- That the area code and telephone number have been transcribed onto the Screen Questionnaire and Crime Incident Reports.
- That all skip patterns have been correctly followed.
- Refer back to the manual for any specific definitions dealing with questions in which you have entered a response in the "Other (specify)" categories. You may find that the response you put in the "Other (specify)" category actually belongs with one of the already listed categories.

Selection-Control Form

- That items 3 through 6 of the Selection-Control Form have been answered when applicable.
- That the number of persons in the household (which you determined by completing Item 8) has been entered in Item 13 of the Selection-Control Form.

- That each Crime Incident Report completed for a respondent is accounted for on Item 14 of the Selection-Control Form. If no Incident Reports have been filled out, 00 should be entered.

Screen Questionnaire

- That Questions 35 through 39 of the Screen Questionnaire have been completed.

- That the screen questions of the Screen Questionnaire (41 through 62) have been answered.

- With Interviewer Check Items, ensure that you have marked an "X" in the appropriate circle. Pay particular attention to Items 60 and 62 of the Screen Questionnaire. Make sure that each part of these Check Items has an entry.

- For all questions where a number entry is required in boxes, ensure that you have entered enough leading zeros to fill all boxes. For example, a value entry of $10.00 should appear as 00010.00

Crime Incident Report

- That the area code and telephone number on the label of the Selection-Control Form has been accurately transcribed into the space provided in Item 1 on each corresponding Crime Incident Report.

- That the screen question number (41- 62) from the Screen Questionnaire for which you have completed an Incident Report has been accurately transcribed into Item 3 of the Crime Incident Report.

- That each Incident Report completed for a respondent has a correct number entered in Item 2.

- That Item 9 of the Crime Incident Report has an entry.
- That you have given an accurate description of each incident in the space provided at the end of the Crime Incident Report.

PROGRESS REPORT

This form will provide a daily report on the progress of the survey. The report will enable your supervisor, the Regional Office and Head Office to assess the progress of work completed daily during the survey. Complete this form at the end of your work period each day, and give it to your Senior Interviewer.

USING THE FORM

Name

Enter your name in the space provided.

Date

Enter the date in the space provided.

NOTE: In the following columns, the upper corner of each box is used for daily totals and the lower corner is used for accumulated totals. (See the completed example).

1. Selection and Control Forms Completed
   - Enter the number of Selection-Control Forms for which you have a final resolution and which you have, therefore, placed in your "OUT" file.
   - Your "OUT" file should contain only those Selection-Control Forms which require no further action on your part.

2. Non-working and Out of scope

   Enter the number of Selection-Control Forms that resulted in:
   - a non-working number (code 01)
   - a business, institution, or other non-residential number (code 07)
   - a number lying outside the survey area (code 08).

3. Screen Questionnaires Completed

   Enter the total number of completed Screen Questionnaires.

4. Refusals

   Enter the number of non-interviews that were due to:

   - the refusal of the household respondent to cooperate in the survey (code 09)
   - the refusal of the selected person to cooperate in the survey (code 10).

5. Other Non-Interviews

   Enter the number of non-interviews that were the result of other circumstances: codes 02, 03, 04, 05, 06, 11, 12 and 14.

6. Incident Reports

   Enter the total number of Incident Reports completed.

7. Converted Refusals

   Enter the number of refusals that have been assigned to you and have been converted to a completed interview. These cases are separate from your regular assignment. DO NOT INCLUDE THEM IN ANY OF THE OTHER COLUMNS.

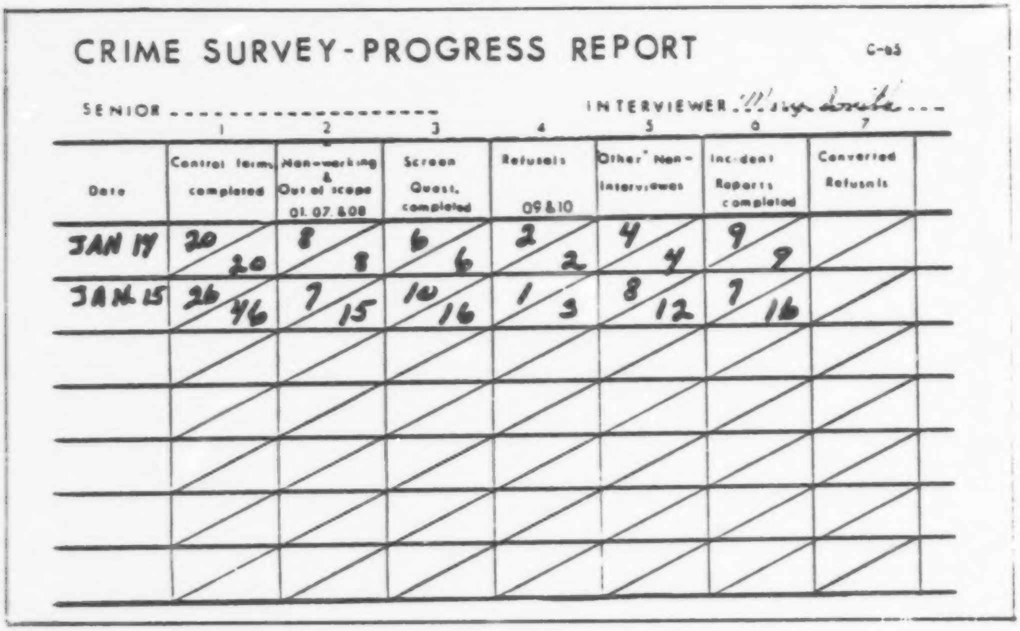
At the end of each work period:

- Divide the contents of your "OUT" file into four categories corresponding to columns 2, 3, 4 and 5 of your Progress Report.
- Complete the upper corner of each box on your Progress Report by counting the number of forms in each category.

NOTE

The total of columns 2, 3, 4 and 5 should be equal to the entry in column 1.

- Determine the accumulated total by adding today's upper corner counts to the lower corner counts from the previous day.



CRIME SURVEY-PROGRESS REPORT C-65

SENIOR ....

INTERVIEWER ....

	1	2	3	4	5	6	7
Date	Control forms completed	Non-working & Out of scope 01. 07. & 08	Screen Quest. completed	Refusals 09 & 10	Other Non-Interviews	Incident Reports completed	Converted Refusals
JAN 14	20 / 20	8 / 8	6 / 6	2 / 2	4 / 4	9 / 9	
JAN 15	26 / 46	7 / 15	10 / 16	1 / 3	8 / 12	7 / 16	

- Give the contents of your "Out" file to your Senior Interviewer.

SUPERVISORY CONTACT

Your Senior Interviewer will be located in or near your working area and will be available for any questions you may have.

Your Senior Interviewer is there to provide you with guidance and assistance. Do not hesitate to ask for help at any time if you are in doubt or require any information relating to the survey.

You should also make a point of informing your Senior of any irregularities or adverse reactions you encounter while performing your job.

NOTE

Remember that your Senior Interviewer is available for assistance. Many questions you may have can easily be answered by referring to your Interviewer's Manual. Refer to your manual for any minor questions dealing with the survey. If you are still having problems, ask your Senior Interviewer for assistance.

DEBRIEFING

It is important in a survey to carefully evaluate and analyze the field program, if future work is to benefit.

It is important that we have information to evaluate the present survey and to plan for future work. Your contribution in documenting the field procedures is an integral part of future planning.

You may be included in a structural debriefing session at the end of the survey period. Several blank pages have been inserted at the end of this manual for you to make note of any comments you have. We are interested in topics such as the reaction of the respondents, the ease of administering the three forms, your views on the random digit dialing method, and the training procedures, as well as all aspects of the field operation.

POINTS TO REMEMBER

- You are to interview the selected person from the household. Proxy interviews with any other member of the household are not acceptable.

- One Selection-Control Form is to be completed for each telephone number in your assignment.

- One Screen Questionnaire is to be completed for each selected person.

- Complete one Crime Incident Report for each incident reported by the respondent.

- Make sure that you have accurately transcribed the area code and telephone number from the Selection-Control Form to the Screen Questionnaire and the Crime Incident Report(s).

- Ask the questions as stated on the questionnaires. Repeat the questions slowly when necessary. Use the techniques described on page 13 of the manual.

- Always use the "Comments" or "Specify" spaces for any unusual circumstances or those that do not easily fit into the categories given.

- Edit your questionnaires thoroughly at the end of each interview.

DOORSTEP DIPLOMACY

With an increasing number of surveys, not only from Statistics Canada but also other statistical agencies, businesses, universities and community organizations, a heavy burden is being placed on respondents.

At Statistics Canada we have recognized that our present survival and our future growth are dependent on respondent goodwill.

If we hope to maintain our high response rates, we must be prepared to answer respondent's questions. No number of form letters, call-backs or explanatory brochures can obtain willing respondent co-operation as effectively as a skilled interviewer who has a thorough knowledge of the survey material.

Through material such as the Doorstep Diplomacy booklet, we are trying to provide interviewers with questions and answers and interviewing techniques both for their own information and to avoid situations of uncertainty during their interviews.

The guidelines and policy for interviewers concerning contact with the public are outlined in Field Directive 75-51. Here are some of its main points:

* Interviewers should be polite and courteous at all times.

* Under no circumstances should an interviewer threaten respondents with legal obligations in order to gain their co-operation.

* Although Statistics Canada has the authority to collect information, it is our policy to rely on the willing co-operation of the public to obtain it.

* Any unethical practices such as gaining access under false pretences are strictly forbidden.

* Interviewers should never engage in public debate through the media but are urged to monitor important columns in the press and relevant programs on T.V. and to notify their supervisors of any news concerning Statistics Canada.

The booklet Doorstep Diplomacy is used as a guide to help answer questions a respondent might ask. The answers are flexible and readily adaptable to most situations. They are general and do not pertain to any one particular survey.

The answers to some questions are really just a lead into a more specific answer which will be found in the next chapter of this manual.

For example, page 9, Question 6, "Who uses the information?" The answer in the booklet is:

* Statistics Canada uses the information to compile statistical reports in the form of charts and tables, which are available to everyone and can be obtained by contacting your nearest Regional Office. In addition, a great deal of special analysis is done for the federal and provincial governments, universities, business and labour. Throughout, the identity of the individual is carefully protected.

The answer, as it stands by itself, calls for elaboration on the particular survey involved.

* In the case of the Crime Survey, the results will be used by the Department of the Solicitor General for planning of crime prevention programs. The survey will also provide information for local police detachments to enable them to take more effective measures against specific crimes in their areas.

The following answers should be given exactly as written. Try not to deviate from them and under no circumstances enter into a discussion about the mandatory aspects of the Statistics Act.

WHAT IF I REFUSE TO CO-OPERATE? or WHAT IS THE PENALTY FOR REFUSING TO COMPLETE THE QUESTIONNAIRE?

* I am not in a position to discuss the legal aspects of the Act, but I would appreciate your co-operation in completing the survey.

NOTE

If the respondent insists on an explanation of the penalties provided under the Act, before giving any information, reiterate that you are not in a position to discuss legal questions, and that if the respondent wishes to pursue the matter, you will refer the matter to your supervisor. Thank the respondent. Be sure that the reference to the supervisor is not interpreted as a threat, but rather as a source of information.

QUESTIONS AND ANSWERS

The following are questions you may be asked by the respondent and the appropriate answers.

* HOW DID YOU GET MY TELEPHONE NUMBER?

* HOW DID YOU SELECT ME FOR THIS SURVEY?

The telephone numbers we are calling in this survey were randomly generated by computer. They will provide a representative sample of all the people in your city. You represent a number of other persons in this city; it would be too expensive to interview everyone. Within each household we select one individual to answer the questions in order to get a cross-section of people to interview. Your cooperation is very important.

* WHY ME INSTEAD OF SOMEONE ELSE IN THE FAMILY?

You were randomly selected to represent your household by a selection chart which takes into account the number of people residing at the household and the relative ages of each member. The chart could tell me to choose, for example, the third eldest person residing in a household with seven people.

* HOW DO I KNOW YOU'RE WHO YOU SAY YOU ARE?

You can call Statistics Canada at _______ to confirm that this is a legitimate survey and that I am an employee of Statistics Canada.

If you prefer, you can call the "non-emergency" number of your local police department to verify the authenticity of this survey. Their number, which is listed in your telephone directory, is _________.

NOTE

The local police have been notified about the existence of the survey and have agreed to co-operate in this way.

* AM I OBLIGATED TO TAKE PART IN THE SURVEY?

Although the Statistics Act contains the authority to collect this information, we are seeking your co-operation. There is one aspect of the Act, however, that is very important from your standpoint. By law I am not allowed to disclose any information since all the information collected is strictly confidential. This law applies to all employees of Statistics Canada.

* DON'T THE POLICE KEEP RECORDS ON CRIME? WHY DO YOU HAVE TO ASK ME?

The police have records on reported crimes only. Many crimes are never reported to the police. By doing surveys like this, we hope to get information about some of the crimes that are never reported to the police, as well as to collect additional information on reported crimes.

Screen Questionnaire

Question 9

* WHY DO YOU WANT TO KNOW THE CIRCUMSTANCES OF MY MOST RECENT CONTACT WITH THE POLICE?

We are trying to determine if experiences with the police affect people's attitudes concerning crime and the kind of job the police are doing.

Questions 10 - 12

* WHY DO YOU WANT TO KNOW IF I HAVE A BURGLAR ALARM, KEEP MY DOORS LOCKED, ETC? WHY SHOULD I TELL YOU THIS?

We are interested in knowing how many people take precautions against crime. This information will be used to determine if the precautions are effective in preventing crime.

Questions 13 - 18

* WHAT DOES MY HAVING HEARD OF "NEIGHBOURHOOD WATCH", "OPERATION IDENTIFICATION", ETC. HAVE TO DO WITH A CRIME SURVEY?

By telling the police whether people have heard of various programs the effectiveness of these programs can be evaluated. Police can determine whether more promotion is needed in some areas or whether people are aware of the programs but are still becoming victims.

Questions 12, 27 & 28

* WHY DO YOU WANT TO KNOW HOW MANY TIMES I GO OUT DURING THE EVENING? WHY DO YOU CARE IF THERE WAS SOMEONE USUALLY HOME?

These questions will be used to compare respondents who have been victims with those who have not. The information will tell us if people's activities are related to their likelihood of being a victim of a crime.

Questions 22, 23, 38, 39 & 40

* YOU SAID THAT THIS SURVEY WAS ABOUT CRIME. WHAT DOES MY AGE, SEX, OCCUPATION, INCOME, ETC HAVE TO DO WITH CRIME?

These questions are asked so that we can determine if certain types of people are more likely to be victims than others. This information may help the police fight crime more effectively.

Questions 30-34

* WHY ARE YOU ASKING ME HOW MANY TELEPHONES I HAVE IN MY HOME? WHAT DOES THIS HAVE TO DO WITH CRIME?

The survey sample is based on randomly generated telephone numbers, therefore we must have information about the total number of residential telephone numbers in the survey area. These questions are designed to provide this information.

Questions 41 - 62

* I'VE BEEN THE VICTIM OF OTHER KINDS OF CRIMES. WHY AREN'T YOU ASKING ME ABOUT THEM?

We can't ask about all types of crimes so we've picked crimes that most people consider to be the more serious crimes. We do, however, want to know whether you've been the victim of any other crimes.

* I KEEP TELLING YOU THAT I HAVEN'T BEEN THE VICTIM OF ANY CRIME. WHY DO YOU HAVE TO ASK ME SO MANY QUESTIONS?

There are many different things that could have happened to you during 1981 that we'd like to include in the survey. By asking you specific questions that give examples of the kinds of incidents we're interested in, you may remember that something similar has, in fact, occurred.

Question 49

* WHY ARE YOU ASKING ME THIS AGAIN? YOU ALREADY ASKED ME HOW MANY MOTOR VEHICLES WERE OWNED?

It may seem as if these questions are the same but the first question dealt with how many vehicles your household owns at the present time, whereas this question asks about motor vehicles owned at any time during 1981.

* WHY DOES THE DEPARTMENT OF THE SOLICITOR-GENERAL WANT THIS INFORMATION?

The information from this survey will be used to aid local police departments and the Department of the Solicitor General in their programs for planning and evaluating crime prevention. The information will also be available to interested researchers to aid their ongoing work in understanding the risk and impact of crime.

* HOW DO I KNOW THIS INFORMATION WILL BE KEPT CONFIDENTIAL?

The Statistics Act guarantees that any information you give us remains strictly confidential. There have been no known violations of this confidence throughout our 63 years of history and we are proud of it. Actually, all employees of Statistics Canada are liable by prosecution if information is disclosed without the respondent's consent.

Crime Incident Report

* I'VE ALREADY TOLD YOU ABOUT THE CRIMES COMMITTED AGAINST ME, WHY DO YOU WANT TO KNOW MORE ABOUT THEM?

We need additional information on the crimes that have happened to you so that we'll be able to classify the incident into categories like robbery, assault, break and enter, etc. We will also be asking you about things like injuries and related costs and the value of property stolen or damaged since it is important when studying crime to understand all the circumstances surrounding the incident.

Questions 76 & 77

* WHY DO YOU ASK ME, FOR EACH CRIME, WHY IT WAS NOT REPORTED TO THE POLICE?

The reasons that people don't report a crime to the police often depend on the type of crime that has occurred. Therefore, for each incident that was not reported to the police, it is important to determine the factors that affected this decision.

Questions 80 - 89

* WHY DO YOU ASK ME ABOUT MY SATISFACTION WITH THE POLICE AND COURTS FOR EVERY CRIME THAT I'VE MENTIONED? I FEEL THE SAME ABOUT THEM EACH TIME.

The procedures which the police and courts follow may vary with different types of crimes. Therefore, it is important that we have your opinion for each crime which occurred to you.